



Vermont Primary School Kindergarten

Parent Information Booklet

2024

10 Nurlendi Road, Vermont, Vic 3133

98744962

vermont.kin@kindergarten.vic.gov.au

Dear Families

Welcome to Vermont Primary School Kindergarten (VPSK). Here at VPSK we believe in the value of play-based learning. We strive to create a warm welcoming community where children are supported to engage and learn according to their individual needs. In play, the children build on and develop complex social and emotional skills through interaction with their peers, as well as build on their fine and gross motor physical skills through active play, vital for learning.

Through intentional teaching the children are given opportunities to develop important foundation skills for academic learning as well as positive social skills needed in creating a community, concentration, listening, following instruction, perseverance, resilience, empathy and collaboration. We look forward to an exciting and rewarding year, in partnership with you and your child.

Please note: the information in this handbook is subject to change

Gurrin Room Staff

4YO Lasiandra Group: Helen Williams (Early Childhood Teacher), Canice Searles O'Connor & Rhonda Tabe (Educators)

4YO Waratah Group: Jacqui Zourkas (Early Childhood Teacher) Megan Lebret & Michelle Green (Educators)

Winmali Room Staff

3YO Banksia Group: Naomi Parkin (Early Childhood Teacher) & Mel Goldsmith (Educator), Shannon Stackpoole (Wednesday supported ECT)

3YO Wattle Group: Naomi Parkin (Early Childhood Teacher) & Shannon Stackpoole (Educator), Megan Lebret (Wednesday supported ECT)

* Lunch breaks will be relieved by – Meg Arnold (ECT) on Monday and Thursday, Sarah Wilson (ECT) on Tuesday and Friday

Important Dates

<i>Term Dates</i>	<i>Public Holidays & Student Free Days</i>
Term One: 27 January – 28 March	27 Jan – 2 Feb: Set up and Interview days 5 Feb: Sessions begin 11 March: Labour Day (Kinder closed) 29 March: Good Friday
Term Two: 15 April – 28 June	25 April: ANZAC Day (Kinder closed) 10 June: King's Birthday (Kinder closed)
Term Three: 15 July – 20 September	
Term Four: 7 October – 20 December	4 November: Report Writing Day (Kinder closed) 5 November: Melbourne Cup Day (Kinder closed) 16 December: Last Day of Term for Lasiandra & Banksia Groups 19 December: Last Day of Term for Wattle and Waratah Groups

3yo Session Times

The 3-year-old program for 2022 will operate with two separate groups. We have 22 children enrolled in each group. Your child's day of attendance will remain the same for the entire year. Your child will attend three times a week for a total of 15 hours as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Banksia (Winmali Room)	9:00am – 3:00pm ECT: Naomi Cert III: Mel	9:00am – 3:00pm ECT: Naomi Cert III: Mel	12:45pm – 3:45pm ECT: Shannon Cert III: Mel (Meg and Naomi supporting)		
Wattle (Winmali Room)			8:45am – 11:45am ECT: Megan Diploma: Shannon (Meg and Naomi supporting)	9:00am – 3:00pm ECT: Naomi Diploma: Shannon	9:00am – 3:00pm ECT: Naomi Diploma: Shannon

4yo Session Times

The 4-year-old program for 2022 will operate with two separate groups. Your child's day of attendance will remain the same for the entire year. Your child is provided with 15 hours of kindergarten over the week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lasiandra Group (Gurrin Room)	9:15am – 3:15pm* ECT: Helen Diploma: Canice Cert III: Rhonda	9:15am – 3:15pm* ECT: Helen Diploma: Canice Cert III: Rhonda	9:00am – 12:00pm ECT: Helen Diploma: Canice Cert III: Rhonda		
Waratah Group (Gurrin Room)			1.00pm – 4.00pm ECT: Jacqui Diploma: Megan Cert III: Michelle	9:15am – 3:15pm* ECT: Jacqui Diploma: Megan Cert III: Michelle	9:15am – 3:15pm* ECT: Jacqui Diploma: Megan Cert III: Michelle

Beginning of the Year

Settling into Kindergarten differs for each individual child, so we begin the year with a “staggered” or “shorter” timetable with smaller groups. This helps educators to get to know each child, and for each child to get to know their educators, to feel comfortable and confident in the kindergarten environment.

Parents are involved in planning a separation strategy if a child is having trouble separating from a parent/carer.

Beginning of the Year for 3YO Kindergarten

Banksia and Wattle Groups will be invited to attend a Group Interview on Tuesday 30 Jan, Wednesday 31 Jan, Thursday 1 Feb or Friday 2 Feb – You will be able to sign up to a time at the Information Night.

Should you be unable to attend the interview on your specified date and time, please ring or email to organise an alternative time.

Please bring along your Maternal and Child Health Nurse health folder (Green Folder) for the teacher to sight.

Your child will be allocated to a half group and will then attend shorter sessions for the following dates:

	Monday 5 th Feb	Tuesday 6 th Feb	Wednesday 7 th Feb	Thursday 8 th Feb	Friday 9 th Feb
Banksia 1	9:00 – 11.30	12:30 – 3:00	All Children		
Banksia 2	12:30 – 3:00	9:00 – 11:30	12.45 – 3.45		
Wattle 1			8:45 – 9:45	9:00 – 11.30	12:30 – 3:00
Wattle 2			10:45 – 11:45	12:30 – 3:00	9:00 – 11.30
	Monday 12 th Feb	Tuesday 13 th Feb	Wednesday 14 th Feb	Thursday 15 th Feb	Friday 16 th Feb
Banksia	9:00 – 1:00 (All Children)	Normal Sessions commence	Normal Session		
Wattle			8:45 – 11:45 Normal Session		

Children turning three during the year of enrolment

Children who turn 3 between the beginning of Term 1 and 30th April 2023 cannot commence at the start of Term 1, due to staffing arrangements. Children under 3 require higher ratios and we would be required to employ another staff member for Term 1. Due to staff shortages, we have been unable to accommodate this for 2024.

Children's first attendance must be after their 3rd birthday. If this applies to your child, please discuss orientation arrangements with your child's teacher.

Beginning of the Year for 4YO Kindergarten

Lasiandra Group will be invited to attend interviews on Tuesday 30 Jan or Wednesday 31 Jan

Waratah Group will be invited to attend interviews on Wednesday 1 Feb, Thursday 2 Feb or Friday 3 Feb

If you are unable to attend on your specified date and time, please ring or email to organise an alternative time.

Please bring along your Maternal and Child Health Nurse health folder (Green Folder) for the teacher to sight.

Your child will attend shorter sessions for the following dates:

	Monday 5 th Feb	Tuesday 6 th Feb	Wednesday 7 th Feb	Thursday 8 th Feb	Friday 9 th Feb
Lasiandra	All Children 9.15am – 1.15pm	All Children 9.15am – 1.15pm	All Children 9.00am – 12.00pm		
Waratah			All Children 1.00pm – 4.00pm	All Children 9.15am – 1.15pm	All Children 9.15am – 1.15pm
	Monday 12 th Feb	Tuesday 13 th Feb	Wednesday 14 th Feb	Thursday 15 th Feb	Friday 16 th Feb
Lasiandra	Normal Sessions commence	Normal Session	Normal Session		
Waratah			Normal Sessions commence	Normal Session	Normal Session

What to Bring to Kindergarten?

A Kinder bag, with lunch box, drink bottle, a hat, a spare set of clothes, (we sometimes have messy play) ideally in a wet/dry bag as we don't have plastic bags (see attached flyer), any medication, and/or personal sunscreen. **Please ensure that all clothing is named.**

Snack: fresh fruit, vegetables, cheese and crackers, yoghurt etc.

Lunch: please provide a healthy lunch – for example, a sandwich, a wrap, a piece of fruit, noodles or rice. (No sweet drinks, chocolates, chips etc.) All food should be provided in a named lunch box/thermos.

Please bring a named drink bottle containing water only to have throughout the session.



There may be a child or children being educated at Vermont Primary School Kindergarten with a nut allergy or Anaphylaxis.

Please note children are NOT to bring food containing nuts for the health and safety of all children.

Signing In and Out Procedure

At VPSK we implement **Digital Sign In Sign Out (SISO)**. A tablet will be provided for each room, this will feature the EnrolNow Digital Sign In Sign Out (SISO) app. It is very simple and quick to use.

All parents and authorised nominees you have provided with authority to collect your child/ren will be setup within the Digital SISO app. An email will be sent early 2024 to all families to explain how to get set up on the system at your interview day.

The kindergarten staff are unable to take responsibility for children until the actual session starting time. If you do arrive earlier you must stay with your child in the foyer until the session begins. When you arrive at the kindergarten you must sign your child in via our SISO. When leaving you are also required to sign your child out. This is a legal requirement under the Education and Care Services National Regulations Law and Act.

Please collect your child promptly at the end of each session. If you are running late, please contact the kindergarten 9874 4962 and inform Staff of your approximate arrival time. Late fines are applicable if this becomes a common occurrence (please refer to our Policy Manual).

Safety of the Children

Please make sure that you CLOSE THE ENTRANCE DOOR and the FRONT GATE at all times, even if you are just coming in for a minute. Never let a child out of the door unless he or she is with an adult.

Please do not allow swinging and climbing on the rails, gate and fence at the front of the building. Serious injury could result from a fall.

Fees

Vermont Primary School Kindergarten has opted into the Free Kindergarten initiative. Applicable parent fees are outlined below:

Funded sessional kindergarten for 3-year-old children (15 hours per week) – no parent fee

Funded sessional kindergarten for 4-year-old children (15 hours per week) - no parent fee

Vermont Primary School Kindergarten will reimburse families in full for any kindergarten fee deposit payments that have already been made upon commencement of enrolment, excluding any voluntary parent donations/payments that you agree to in writing.

Other charges

These include:

Excursion/service event charge: At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (*refer to Excursions and Service Events Policy*). A small fee may be passed onto families to cover costs of these incursion or excursions.

Late collection charge: The approved provider (School Council) reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the approved provider.

First 15 mins from the end of session:	\$15
16 mins – child is signed out of the service:	\$10 per minute

Fundraising and voluntary parent payment/donations

While **participation in fundraising/donation is voluntary**, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

Children's Absences

If your child is to be absent for more than a few days, please advise the teachers. If you feel your child is too ill to participate in the full program (both indoor and outdoor) he or she needs to be at home for their health, as well as the health of the other children and the teachers. **Please do not send a sick child to kindergarten. If your child has had diarrhoea or vomiting keep them at home until they are feeling well and have not had any symptoms for at least 24 hours.**

Please take note of exclusion periods on the infectious disease notice displayed in the foyer of the kindergarten.

After Your Child Has Settled In

If you wish to discuss your child's progress or you have concerns about any difficulties he or she might be having, an appointment can be made at a mutually convenient time during the teacher's preparation session.

Throughout the year some children can become unsettled due to changes in the home – for example a new baby, moving house, a parent away, a death in the family etc. Please make sure we are aware of these changes as they can greatly affect children. This information will enable the teacher to understand any changes in behaviour and help them to work with the child appropriately.

Parking

Please note that there is NO PARKING ALLOWED in the SCHOOL CAR PARK AREA attached to the kindergarten. This area is for Staff Only. Please use the Vermont Reserve car park, or park on the street.

Communication

Your child's teacher will communicate with you via face-to-face chats at kindergarten, phone calls, sign-in table, notice boards and emails.

If you have any concerns or would like to discuss your child's development, please arrange a mutually convenient time, either before or after the session. We value an open line of communication between staff and families.

Artwork

Staff display artwork in the classroom and also file them in a collection box so that you can easily find your child's artwork to take home.

Please Note: Your child is involved in many experiences during their day; if your child does not bring home a painting it is because they have been involved in many other learning experiences such as clay, block building, home corner, books, puzzles etc.

Is there anything in your bag today?

*Today I did maths and science. I toasted bread.
I halved and quartered, counted and measured.
Used my eyes and ears and head.
I added and subtracted on the way.
I used a magnet, blocks and clay.
So please don't say,
"Anything in your bag today?"*

*I've learned about a snail and worm.
Remembered how to take my turn.
Helped my friends when they were stuck.
Shared and played with the yellow tip-truck.
Looked at words from left to right.
Agreed to differ, not to fight.
So please don't say,
"Anything in your bag today?"*

*You see, I'm learning as I play.
I learn to listen and how to talk.
To run outside, inside to walk.
To wash my hands and pack away.
So please don't say,
"Anything in your bag today?"*

*I discovered a problem, found a clue,
Worked out for myself what to do.
But all of this inside my head,
And not in my bag like you said.
So from now on could you please just say,
"Welcome! Did you enjoy your day?"*

*Adapted from: Anonymous poem No 11, June 2000
QIAS Support Project Newsletter*

Parent Participation

We believe that parents and families play a vital role in the success of each child's kindergarten experience and look forward to the involvement and support from our families. We acknowledge that all families have many commitments, so involvement takes many forms, like helping with the washing,

attending working bees or helping during a session at Kindergarten (Stay and Play), whatever is individually possible. We do hope that parents enjoy helping, as it gives you an opportunity to see the kindergarten in action and how your child spends their day with their peers and teachers. More importantly, the children derive greater benefit from the kindergarten when parents take an active interest. To participate you must hold a current Working with Children Check.

A Stay and Play Roster for the sessions will be available for you to fill in from 2nd term. The rosters are located in the foyer.

If you possess any special skills that could help enrich the children's program, we would be very happy for you to share them with us, please speak to your child's teacher.

Laundry

A weekly laundry bag will be sent home on the last Kindergarten session of each group. Hand towels, smocks and kitchen linen need to be washed, dried and returned at your child's session the following week.

Children's Clothing

Please dress your child in comfortable, casual clothing, that allows your child to participate fully in the program (climbing, swinging, and hanging upside down). Clothes need to be managed easily at the toilet and need to be easily removed if your child is hot, wet or had an accident.

Messy and hands-on play are a part of the kindergarten program. Even when wearing smocks or playing outside children will get dirty.

During the colder months, children will be playing outside so hats and coats are required along with gumboots for the digging patch and mud kitchen.

Please send your child to Kinder in comfortable shoes that fit. Thongs, slip on shoes without backs, and crocs are unsafe and inhibit play in the playground.

Uniforms

Uniforms are optional and can be purchased throughout the year. We have a short sleeve and long sleeve t-shirt and windcheater option. All items have the Kinder Logo embroidered on them and are of good quality material that is easy to wash and wear. Sample uniform items will be displayed in the foyer of the kinder. Each item comes in either Navy Blue, Red, Pink or Azure Blue.

Prices are as follows

T-shirts - \$18	Long Sleeved Tshirt - \$22	Windcheater - \$25
-----------------	----------------------------	--------------------

Lost Property

A lost property basket is kept in the foyer for items that are left at Kindergarten with no name. At the end of each term any unclaimed items will be donated to a local charity. If your child has misplaced an item of clothing please check the basket.

Care of Children's Possessions

Please name your children's coats, hats, bags, lunch containers, gumboots etc. We prefer for children to not bring precious items or toys from home - this can sometimes cause distress when other children wish to play with them, or if they become lost or broken.

Children's Birthdays

We like to celebrate each child's birthday with the children. The children will make a cake with their peers to share during the session. The children will then sing happy birthday and participate in a birthday routine with their class.

Scrap Materials

Collage materials are very necessary in our creative areas, so if you have anything that you think may help, please ask the teacher. Wallpaper, cardboard, materials, corks, clean meat trays, metal or plastic bottle tops, cotton reels, strong, firm boxes, etc. Notices will be sent requesting items when needed.

When donating recycled items, we ask that parents read the back of the boxes or cartons. If they have contained nuts or eggs, we are not able to use them at kindergarten.

Library

The 4-Year-Old Group children will be able to borrow a book from the School Library once a week commencing in Term 2.

The 3-Year-Old Group children will begin a library borrowing program from the kinder in Term 2. Each child will make their own calico Library bag at Kinder for them to use when they borrow their books, so there is no need to provide one. These can be used again the following year for 4 YO library borrowing too.

Sun Smart

Vermont Primary School Kindergarten is committed to ensuring the children are protected from the harmful effects of exposure to the sun and ultraviolet radiation during all aspects of the program and at events organised by the pre-school.

Please apply sunscreen BEFORE coming to the kindergarten

All staff, children and visitors are required to wear hats outside with a **NO HAT, NO PLAY** policy in place whenever the UV index is 3 or above. This is taken from the sunsmart app (free app at sunsmart.com.au). Children are asked to bring a named, broad brimmed hat (**no baseball caps**) and leave it at Kinder from September – April. Appropriate sun smart clothing where children's shoulders are covered is recommended. **Please NO singlet tops or shoe string straps, crocs or thongs.**

Asthma Plans

If your child suffers from asthma, we ask that an official Asthma Victoria Plan is completed by your doctor or health care provider and given to the staff for their records. Please ask a staff member for a copy of the Asthma Victoria Plan.

Anaphylaxis Plans/Allergy Plans

If your child suffers from anaphylaxis or an allergy, we require an official Anaphylaxis or Allergy plan completed by your doctor or health care provider which needs to be given to your child's teacher for their records. Please ask a staff member for the appropriate form.

Philosophy



Vermont Primary School Kindergarten was established in 1960 to provide an enriched learning environment for early age children. It was relocated to the Vermont Primary School in February 1997.

During the preschool years, children develop a lifelong love of learning.

The Vermont Primary School Kindergarten philosophy engages children not only in the learning process, but also in developing the desire to learn, with creativity, hands on experiences. The children lead the learning through their questions, observations, ideas and curiosity.

At Vermont Primary School Kindergarten, we create an environment that is safe, fun, inclusive and respectful. The partnerships with parents and the community are a vital component in a child's learning. We believe children learn best through meaningful play. Our play-based, child centred program allows children to learn how to experiment/problem solve, socialise, be active, explore, hypothesize, discover, test their ideas, modify their ideas, apply and communicate their understanding. We provide a foundation of developmentally appropriate experiences, where all children can succeed in a safe and nurturing environment.,

We aim to build confidence in children so that they become enthusiastic participants in their learning.

We recognise children develop their skills at their own pace. Children are valued for who they are.

Our programs reflect the National Quality Framework. The Early Years Learning Framework (EYLF) along with the Victorian Early Years Learning and Development Framework (VELDF) encompasses each child's identity, their connection with their community, their sense of wellbeing, as confident and involved learners and as effective communicators. Our reflective practice means we have an ongoing cycle where our current practices are examined, outcomes reviewed, and new ideas generated. Emergent curriculum is based on children's interests and passions, as well as assisting and developing a love of learning, by providing a positive learning environment and incorporating learning opportunities in everyday experiences and routines.

Properly implemented through teamwork, collaboration, co-planning, and co-teaching, our inclusive practices benefit all children. Our inclusive practices encourage social interaction, curiosity, discovery, language development and positive self-esteem.

Vermont Primary School Kindergarten - Statement of commitment to child safety

Vermont Primary School Kindergarten is a child safe organisation which welcomes all children, young people, and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our environment. We promote positive relationships between children and adults and between children and their peers. These relationships are based on trust and respect. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, children with disabilities, those unable to live at home, children and

young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other children experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting children based on these or other characteristics, such as racism or homophobia, are not tolerated at our kindergarten, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our kindergarten service has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety. We are committed to regularly reviewing our child safe practices, and seeking input from our children, families, staff, and volunteers to inform our ongoing strategies.

We hope that you have a healthy, safe and happy experience at Vermont Primary School Kindergarten in 2024.

Vermont Primary School Kindergarten Team