



Vermont Primary School Kindergarten

Parent Information Booklet

2020

10 Nurlendi Road, Vermont, Vic 3133

98744962

vermont.kin@kindergarten.vic.gov.au

Dear Families

Welcome to the Three and Four-Year-Old Groups at Vermont Primary School Kindergarten for 2020! Our programs are play based, which includes intentional teaching, and each child is supported according to his/her individual needs. Our goal is to provide a secure, happy and challenging environment, where children can build on and develop their social, emotional and physical skills, becoming competent and confident learners. We look forward to an exciting and rewarding year with you and your child.

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

Room A Staff

4yo Blue Group: Merriwyn Jordan (Early Childhood Teacher) & Mel Goldsmith (Educator)

4yo Green Group: Jacqui Zourkas (Early Childhood Teacher) & Mel Goldsmith (Educator)

Room B Staff

4yo Purple Group: Grace Ayliffe (Early Childhood Teacher) & Mei Trinh (Educator)

3yo Yellow & Red Groups: Helen Williams (Early Childhood Teacher) & Rhonda Tabe (Educator)

Important Dates

Term Dates	Public Holidays & Student Free Days
Term One: 28 January – 27 March	28 January: Staff Set Up Day (Kinder closed) 9 March: Labour Day (Kinder closed)
Term Two: 13 April – 26 June	13 April: Easter Monday (Kinder closed) 8 June: Queen's Birthday (Kinder closed)
Term Three: 13 July – 18 September	9 September: 4yo Art Show Night
Term Four: 5 October – 18 December	30 October Report Writing Day (no session for Blue group) 2 November: Report Writing Day (Kinder closed) 3 November: Melbourne Cup Day (Kinder closed) 20 December: Staff Pack Up Day (Kinder closed)

3yo Session Times

The 3-year-old program for 2020 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 twice a week for a total of 5 hours as follows:

	Thursday	Friday
Red (Room B)	8:45 – 11:15am	1:15 – 3:45pm
Yellow (Room B)	1:15 – 3:45pm	8:45 – 11:15am

4yo Session Times

The 4-year-old program for 2020 will operate with three 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
Green Group (Room A)	9am – 3pm	9am – 3pm	8:30 – 11:30am		
Blue Group (Room A)			12noon – 4pm	9am – 2:30pm	9am – 2:30pm
Purple Group (Room B)	9:15am – 2:15pm	9:15am – 2:15pm	9:15am – 2:15pm		

Beginning of the Year

Settling into Kindergarten differs for each individual child, so we begin the year with a “staggered” 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

Red Group will be invited to attend interviews on Thursday 30th January.

Yellow Group will be invited to attend interviews on Friday 31st January.

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

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

	Thursday 6 th Feb	Friday 7 th Feb	Thursday 13 th Feb
Group Red 1	8:45 – 9:45	1:15 – 2:15	10 – 11
Group Red 2	10:15 – 11:15	2:45 – 3:45	8:45 – 9:45
Group Yellow 1	1:15 – 2:15	8:45 – 9:45	2:45 – 3:45
Group Yellow 2	2:45 – 3:45	10:15 – 11:15	1:15 – 2:15

Friday 14th February – First day of full groups and complete session times

Red Group: 8:45 – 11:15 am

Yellow Group: 1:15 – 3:45 am

Children must be **three years of age** before they can commence 3-year-old kindergarten.

TERM FEES will be charged in full in accordance with Vermont Primary School Kindergarten Policy (refer to Policy Manual).

Beginning of the Year for 4YO Kindergarten

You will be invited to attend an interview/information exchange on 29th January for Green, Purple and Blue Groups.

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

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

	Friday 31 st Jan	Monday 3 rd Feb	Tuesday 4 th Feb	Wednesday 5 th Feb	Thursday 6 th Feb
Blue 1	9 – 11:15			12 – 1:30	12:15 – 2:30
Blue 2	12:15 – 2:30			2:30 – 4	9 – 11:15
Green 1		9 – 11:30	12:30 – 3	8:30 – 9:30	
Green 2		12:30 – 3	9 – 11:30	10:30 – 11:30	
Purple 2		9:15 – 11:15	12:15 – 2:15	9:15 – 11:15	
Purple 2		12:15 – 2:15	9:15 – 11:15	12:15 – 2:15	
	Friday 7 th Feb	Monday 10 th Feb	Tuesday 11 th Feb	Wednesday 12 th Feb	
Blue (all children)	9 – 1			Normal Sessions commence	
Green (all children)		9 – 1		Normal Sessions commence	
Purple (all children)		9:15 – 1:15		Normal Sessions commence	

What to Bring to Kindergarten?

A Kinder bag, with lunch box, drink bottle, a spare set of clothes (we sometimes have messy play), a hat, any medication, and/or personal sunscreen. Please ensure that all clothing is named.

3-Year-Old Program

Each day, your child will need to bring a healthy **snack** such as fruit, vegetables, yoghurt, cheese and crackers, etc. in a small named container. Please bring a named drink bottle containing water only, to have throughout the session.

4-Year-Old Program

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

Arrival

Column 1: Time of arrival

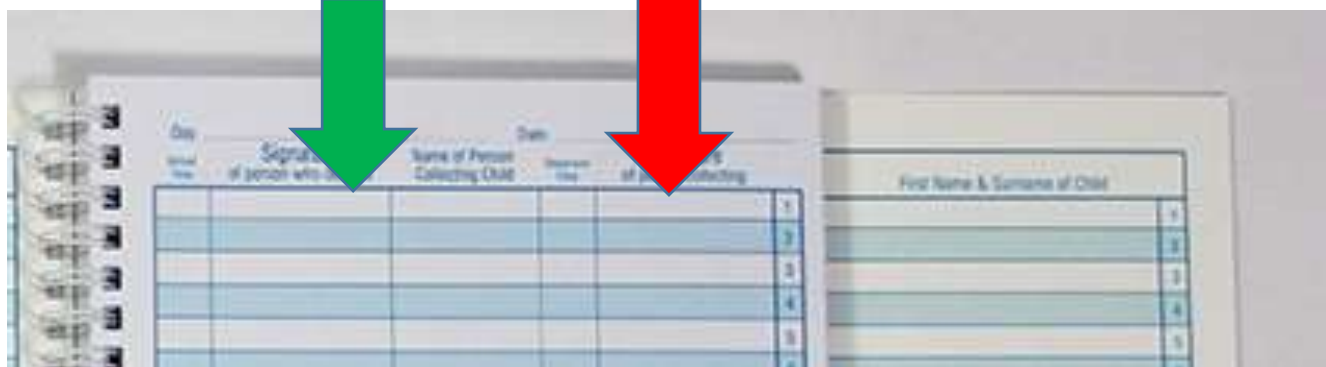
Column 2: Signature of parent/guardian

Column 3: Who will collect

Departure

Column 4: Time of departure

Column 5: Signature of parent/guardian



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 stating the time of your arrival into the Sign-In Book. When leaving you are also required to sign your child out, stating the time of departure. Please check the corresponding number next to your child's name before signing them in and 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

The 4-year-old program fee per term is \$490

The 3-year-old program fee per term is \$390

Fee and Invoice Payment

You will be issued with an invoice 2 weeks prior to the payment date. Your child's position will only be secured if full payment is received by the due date.

The fees invoice will advise you of the payment options.

If you are having difficulty paying your fees, please contact the School Office to set up a payment plan.

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 the pre-school child. 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, "pigeon holes", 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 4-Year-Old Kindergarten sessions will be available for you to fill in from 2nd term. The rosters are located in the foyer. A Stay and Play Roster for the 3-Year-Old children will be available in term 4, once the children have settled.

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.

Maintenance

All families are asked to attend at least one working bee and assist with garden maintenance rosters through the year.

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.

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.

Please arrange a mutually convenient day with your child's teacher for this to occur.

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 – 4YO Groups

The 4-Year-Old Group children will be able to borrow a book from the School Library once a week commencing in Term 2. Each child will need a named cloth drawstring bag when library begins.

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; a sunscreen application sheet is located in the foyer for families to complete.

All staff, children and visitors are required to wear hats outside with a **NO HAT, NO PLAY** policy in place from mid-August till 30th April (free app at sunsmart.com.au). Children are asked to bring a named, broad brimmed hat (**no baseball caps**) and leave it at Kindergarten during these terms. 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 activities, and a challenge. The challenge will lead to 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, hypothesise, 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 for early childhood education. The Early Years Learning Framework encompasses each child's identity, their connection with the community, their sense of wellbeing, as confident and involved learners and as effective communicators. Our reflective practice means we have an ongoing review, through which 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 every day experiences and routines.

Inclusion involves the careful assessment of the needs of each child and the application of measures that will meet those needs. Properly implemented through teamwork, collaboration, co-planning, and co-teaching, inclusive practices benefit all children. Our inclusive practices enhance social interaction, curiosity, discovery, language development, appropriate behaviours and positive self-esteem.

We hope that you have a healthy, safe and happy experience at Vermont Primary School Kindergarten in 2020.

Vermont Primary School Kindergarten Staff