



WELCOME TO LIPSCOMBE PARK KINDERGARTEN

We would like to welcome you and your child to Lipscombe Park Kindergarten. The years at kindergarten are a special and unique experience families, the children and our staff at Lipscombe Park Kindergarten and we look forward to the year together.

This information booklet has been created as a guide for all families to ensure you have all information required about Lipscombe Park Kindergarten. Please take the time to read it so you understand the management and operation of the kindergarten. If you have any questions or comments about anything in this booklet, please speak to a staff member.

Our kindergarten operates 5 groups in total. Three 4-year-old groups who attend 15 hours per week over two days and, two 3-year-old groups who each attend 7.5 hours per week. For 2025 our groups will have new names to reflect the new model 4-year-old groups are called Banksia, our 3-year-old groups are Manna Gum and Bottle Brush.

Our aim at Lipscombe Park Kindergarten is to provide a happy, safe and well-planned environment where children feel nurtured to be themselves and embark on their learning journey. We use The Early Years Framework to monitor and extend your child in all areas of their development i.e. physically, intellectually, socially and emotionally. Our programs incorporate the intentional and effective use of both the indoor and outdoor spaces effectively to enhance children's learning.

As the year progresses and the children's skills and attitudes develop, the activities change to offer further challenges and interests. As well as planning for the group, the teachers also plan for the needs and interests of each individual child.

We sincerely hope that the year ahead will be a happy and beneficial year for your child and that your family will share this experience with them as they grow and develop in preparation for school.

We look forward to a wonderful year ahead.

Kind Regards,
Lipscombe Park Committee of Management.



OUR PHILOSOPHY



We acknowledge that our kindergarten, Lipscombe Park, stands on the *traditional lands* of the Wurundjeri Tribe of the Kulin Nation and *pay our respects* to elders – past, present, and, emerging.

Our aim is for parents, carers and educators to *work together* to *help children develop* the skills, attitudes and behaviours *to succeed* at school and throughout life. We *value the journey* that each child and family undertake, focusing on the *quality of the experience*. A *family-centred* approach will underpin our program.



We acknowledge that the *rights and interests of children* and *respect for all cultures* are paramount in all our dealings with families and *children*.

We believe "*Play is a precious thing to do.*" (Kathy Walker, 2011). *Children* learn through firsthand experiences that are relevant to them. *Children* should be *active and creative explorers*; not afraid to try out their ideas and think their thoughts.



We will use a combination of *intentional teaching* and *child and family-initiated programming*. This is underpinned by the Victorian Early Years Learning and Development Framework and Early Years Learning Framework, to guide *children* toward *independence, higher self-esteem and confidence, persistence, empathy, respect and dignity* for themselves and others.



We acknowledge that *every child is unique* and *requires time to explore, investigate, imagine and practice* skills at their own pace. We aim to create programs *accessible by all* which respect the *individual diversity* displayed by *children*.

Our role as Early Childhood Professionals is to draw on our *knowledge, experience and expertise* to design a program which is *flexible*, encourages process over product, views *children* as capable and helps them to develop *trusting, secure, and, positive relationships*.



We *respect diversity* in our community and encourage families to become part of our kindergarten culture. We pride ourselves on *mutual respect* in all relationships.

We *value our world* fostering sustainability and care for the land. We minimise waste and believe in reuse, reduce, recycle.

We will draw upon the *strengths of all team members* to promote a *dynamic environment* that meets the needs of all users. We aim to *be lifelong learners of pedagogy* and offer the *children* and families we work with, best practise and responsive growth to their needs and educational outcomes.



Approved by the Lipscombe Park Kindergarten Committee of Management, August 2023.



Acknowledgement of Country

Here is the land, here is the sky,
here are my friends and here am I.
We thank the Wurundjeri people for
the land on which we learn and play.
Hands up! Hands down!
We are on Wurundjeri ground.

LIPSCOMBE PARK KINDERGARTEN

Lipscombe Park Kindergarten is a not-for-profit incorporated association operating a community-based Three- & Four-Year-Old sessional kindergarten program.

Lipscombe Park Kindergarten is operated by highly qualified, dedicated & experienced staff and is managed by a Committee of Management. The Committee of Management is a group of elected parents and is responsible for the management of the kindergarten.

In mid-2021, Lipscombe Park Kindergarten had its National Quality Standard Assessment & Rating visit. It was conducted by staff from the Department of Education & Training. The goals of the assessment process are to provide an assessment of the education and care service against the National Quality Standard and the National Regulations. The kindergarten is rated on 7 key areas. The National Regulations prescribe the rating levels within the assessment and rating process.

The outcomes could be:

- Significant Improvement Required
- Working Towards National Quality Standard
- Meeting National Quality Standard
- Exceeding National Quality Standard

Lipscombe Park Kindergarten received the following results:

Quality Area 1	Education Program & Practice	EXCEEDING
Quality Area 2	Children's Health & Safety	EXCEEDING
Quality Area 3	Physical Environment	EXCEEDING
Quality Area 4	Staffing Arrangements	EXCEEDING
Quality Area 5	Relationships with Children	EXCEEDING
Quality Area 6	Collaborative Partnerships with Families & Communities	EXCEEDING
Quality Area 7	Leadership & Service Management	MEETING
OVERALL RATING		EXCEEDING

The Committee of Management and staff were extremely pleased to receive exceeding in 6 areas and to receive an overall rating of EXCEEDING!



OUR STAFF

4-year-old Group – Banksia

Teachers:

Kristen

Bachelor of Teaching

Diploma of Teaching

Natalie

Bachelor of Education

Diploma of Teaching

Co-Educators:

Cherie

Diploma of Teaching

Nancy

Diploma of Teaching

Kylie

Certificate III in Early Childhood and Care

3-year-Old Group – Bottle Brush

Teacher:

Lauren

Bachelor of Teaching,

Diploma in Children's Services

Certificate III in Children's Services.

Co-Educators:

Allison

Bachelor of Early Childhood Studies

TBA

3-Year-Old Group – Manna Gums

Teacher:

Nabaruna

Bachelor of Teaching

Co-Educators:

Allison

Bachelor of Early Childhood Studies

TBA

Education Support

Officer:

Laura

Diploma Childrens Services and Community Service

Diploma in Mental Health



OUR TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
Banksia A 4YO	8:30am – 4pm		8:30am – 4pm		
Banksia B 4YO	8:30am – 4pm	8:30am – 4pm			
Banksia C 4YO		8:30am – 4pm	8:30am – 4pm		
Bottle Brush 3YO				8:30am – 4pm	
Manna Gum 3YO					8:30am – 4pm

Term Dates

Term 1	9-Week term	Wednesday 29 th January Friday 4 th April
Term 2	11-Week term	Tuesday 22 nd April Friday 4 th July
Term 3	9-Week term	Monday 21 st July Friday 19 th September
Term 4	11-Week term	Monday 6 th October Friday 19 th December

Public Holidays 2025

Date	Holiday
Monday 27 th January	Australia Day Holiday
Monday 10 th March	Labour Day
Friday 18 th April	Good Friday
Saturday 19 th April	Day following Good Friday
Sunday 20 th April	Easter Sunday
Monday 21 st April	Easter Monday
Friday 25 th April	Anzac Day
Monday 9 th June	King's Birthday
TBA	AFL Grand Final Friday
Tuesday 4 th November	Melbourne Cup Day
Thursday 25 th December	Christmas Day
Friday 26 th December	Boxing Day

Pupil Free Days

Lipscombe Park Kindergarten sets aside pupil free days each year for our staff to work collaboratively on updating and improving the kindergarten program and environment. All staff from the 3-year-old and 4-year-old program are required to attend. Teachers and Co-educators work extremely hard on these days which form part of the kindergartens Quality Improvement Program. We therefore would appreciate your understanding and full support with regards to these days. Dates for these will be communicated as soon as practical.



OUR PROGRAM

Lipscombe Park Kindergarten has a play-based program that is carefully planned to ensure we encompass all areas of children's development.

Our Kindergarten education program supports the children, to learn independently and within small and large group settings, to nurture their Social, Emotional, Physical, Cognitive and Language development.

Our program provides the children with opportunities to learn through play in both indoor and outdoor environments.

As Early Childhood Educators we cater for the current needs and interests of all the children in our group, so our program is flexible. Teachers also consistently research the latest & best practice; for children in early childhood settings and reflect new ideas in the curriculum provided.

We aim to provide a balance in our Kindergarten program that offers every child the opportunities to experience success and to develop a sense of belonging within the kinder group.

Our outside play area with its train, fairy garden, vegie patch, sand pit, cubby house, play construction site and dry riverbed encourages our children to be active and creative explorers who are not afraid to try out their ideas and to think for themselves. Our goal is to help children become enthusiastic learners.

We uphold that "Play is precious and needs to be valued in Early Childhood" and believe building positive relationships with children and their families is pivotal to effective learning.



Enrolments Forms and Medical Management Plans

It is a legal requirement that all paperwork relating to your child is up to date and accurate. **Our enrolment policy states that a child cannot commence kindergarten until all required paperwork is submitted online.**

Medical management plans (including asthma and anaphylaxis) must have been prepared and signed by a doctor in the 12 months prior to your child commencing kindergarten. Please speak to our staff if your child suffers with asthma, anaphylaxis, allergies, and any other medical conditions.

Voluntary Contribution

At Lipscombe Park Kindergarten we ask warmly for your voluntary contribution to support our small community run Sessional Kindergarten. You can make a general voluntary contribution that will go towards all of our Kindergarten's important priorities for 2025 as well as providing additional activities such as celebratory days like "Special Person's Day" or "Christmas" gifts and craft supplies for all of the children to enjoy each session. All of these purchases are above and beyond the "Free Kinder Subsidy" that is to solely cover the costs of the education program delivered by our Educators and Co-Educators at Lipscombe Park Kindergarten.

IMMUNISATION

The Victorian Government amended the Public Health and wellbeing Act 2008 ('No Jab, No Play'). These amendments mean that early childhood education and care services cannot confirm your child's enrolment without the following

- Proof that your child is fully vaccinated
- Proof that your child is on a recognised catch-up schedule if your child has fallen behind with vaccinations
- Proof that your child has a medical reason not to be vaccinated.

Conscientious objection will not be an exemption. For more information visit the Victoria Better Health website <https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play>

<https://www.lipscombeparkkindergarten.org.au/>

Your child must be fully immunised 8 weeks prior to commencing kindergarten.

On enrolment in an early childhood education and care service, and when your child receives a vaccine/s while attending, provide the service with your child's most recent Immunisation History Statement from the Australian Immunisation Register (AIR) as evidence of your child's immunisation.

- You can print a copy of your child's **Immunisation History Statement** from your **myGov account**
- the Express Plus Medicare mobile app
- Call the AIR on phone 1800 653 809
- visit a Medicare or Centrelink office.

Families who are not eligible to hold a Medicare card can ask their immunisation provider to print an Immunisation History Statement or they must call the AIR to request an Immunisation History Statement to be posted (up to 2 weeks for delivery).

Unfortunately, a child's maternal and child health record does not meet the governments criteria for proof of immunisation.

MINIMUM AGE

In keeping with the education policy, a child must be 3 years old before they commence kindergarten.

RATIOS

The National Quality Framework (NQF) and the Children's Services Act 1996 (CS Act) set out the minimum educator to child ratio. The current ratio is 1 educator per 11 children.

SAFETY

Please remember to close the gates behind you each time you enter or leave the kindergarten, and especially be aware of other children following you as you leave.

Please do not allow children to climb/swing on the gate as damage to the gates may compromise its ability to close securely.

CHILD SAFE ENVIRONMENT

Lipscombe Park Kindergarten has a moral and legal responsibility to ensure that all children are safe in their care, and will provide training, resources, information and guidance to support this. Lipscombe Park Kindergarten is committed to:

- ensuring that the health, safety, and wellbeing of children at the service is protected at all times while also promoting their learning and development
- fulfilling its duty of care (obligations under law) by protecting children from any reasonable, foreseeable risk of injury or harm
- ensuring that people caring for children at the service act in the best interests of the child, and take all reasonable steps to ensure the child's safety and wellbeing at all times
- supporting the rights of all children to feel safe, and be safe, at all times
- developing and maintaining a culture in which children feel valued, respected and cared for
- encouraging active participation from parents/guardians and families at the service, and ensuring that best practice is based on a partnership approach and shared responsibility for the children's health, safety, wellbeing and development
- promoting children's development and wellbeing.

Child safety is the responsibility of everyone in the community. We all need to be vigilant and aware in supporting and advocating for the young and vulnerable in our community. Many resources are available to provide education and information on this topic. Please see a staff member if you wish to know more.

STAFF

Lipscombe Park Kindergarten employs 10 staff in total, all working part time hours. Lipscombe Park Kindergarten employs 5 staff members per group in the four-year-old program and 3 staff members per group in the three-year-old program. Each group is led by one/two dedicated teachers and two co-educators. In some situations, extra assistance is determined to be needed for children with special

<https://www.lipscombeparkkindergarten.org.au/>

needs, and in these cases an extra assistant is arranged.

All kindergarten staff are trained in first aid and have additional training in asthma management, anaphylaxis management and child protection. Staff are also required to have Police and Working with Children's Checks.

SOCIAL MEDIA

In general, the kindergarten views social networking sites such as Facebook, Instagram, personal web sites and weblogs positively and respects the right of families to use them as a medium of self-expression. If a family member chooses to identify himself or herself as an associate of the kindergarten on such internet venues, some readers of such sites or blogs may view the associate as a representative or spokesperson for the kindergarten. The kindergarten requests that families observe the following guidelines when referring to the kindergarten, its programs or activities, its families and children and/or employees in a blog or website:

- Families are reminded that internet sites such as Facebook and Instagram etc are public domain
- Families are requested to be respectful in all communications and blogs related to or referencing the kindergarten, its activities, families and children and/or employees.
- Families are requested NOT TO post pictures/videos of families or children or employees of the kindergarten on a website or social media platform without obtaining prior written permission.
- Families are requested not to use obscenities, profanity, or vulgar language in relation to the kindergarten, its activities, or employees.

Families are requested not to use blogs or personal websites to harass, bully or intimidate the kindergarten employees or other families or children. Behaviours that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, colour or disability, sexually suggestive, humiliating or demeaning comments and threats to stalk, haze, or physically injure an employee or another family or child.

KINDERGARTEN/PARENT PARTNERSHIPS

We believe that educators and families working together provide the best learning outcomes for the children. We value your knowledge and ideas about your child and their interests and experiences. A directions/reflections journal will be available daily for you to jot down incidental notes and eg: what your child did on the weekend or a holiday, or whatever you feel is relevant to share. We can then incorporate the information in our interactions and planning. At other times there will be more formal ways of providing information.

In conjunction with the enrolment form a "Getting to Know You" is provided for you to fill in any information that you feel may be helpful to the core of your child. The more we know about your child's likes/dislikes, habits, routines etc, the easier it is for us to get to know your child, therefore, the easier it will be to settle into kindergarten.

We would like to encourage family participation across all aspects of our program. Ideas or suggestions are most welcome at any time. Also, we would be interested in hearing from you if you have any "special talents" you may wish to share with us, such as playing the guitar, singing, cooking etc. The kindergarten values ideas and contributions from families and part of our aim is to make your family feel welcome and comfortable at kindergarten.

REFERRALS

The educators are consistently observing and assessing each child's learning and development. If they have any concerns about any aspect of their development including how they function within a group, the teacher will meet with you to discuss your child's needs. If appropriate, referrals will be made to support services eg: speech therapists, occupational therapists, or the Preschool Field Officer service.

PRESCHOOL FIELD OFFICER PROGRAM

A teacher can write a referral to this service, or parents can contact them directly. It is free to

<https://www.lipscombeparkkindergarten.org.au/>

families of children in funded kindergarten programs. They provide support in the form of observation visits to the kindergarten to collect information about how a child is developing, functioning, and contributing to the environment. They then suggest strategies, resources and services that may further support the child in their home and preschool environment.

ONE FUNDED KINDER PLACE

Each child can only access a funded kindergarten program at one service at a time. You will be required to sign a "one funded place form" to confirm that your child will take their one funded place at Lipscombe Park Kindergarten. This form will be held securely in their enrolment forms.

SECOND YEAR FUNDING

There have been significant changes to the process of applying for second year of 4yo kindergarten funding. It cannot be assumed that your child will be eligible. There are strict guidelines, and the government only guarantees each child two years (one in 3yo and one in 4yo) of preschool education prior to school. If you have any concerns about your child's readiness, you need to address these prior to your child commencing kindergarten. To be eligible for funding there needs to be development delays in 2 areas ie from the VYELDF, - identify, community wellbeing, learning and communication. A child's age and overall immaturity are no longer sufficient reasons to gain access to a second year of funded kindergarten.

You should not be beginning your child at kindergarten with the intention of having a second year unless this has been explicitly recommended by other professionals. To begin 4yo kindergarten a child must turn 4 before the 30th April.

EARLY YEARS FRAMEWORKS

We provide a program that relates to and emphasises the Government Early Learning Frameworks the State one is titled "The Victorian Early Years Learning & Development Framework" and the Federal one is "The Early Years Learning Framework for Australia - Being, Belonging, Becoming".

This initiative provides us with a framework to base our program. All preschools and childcare centres throughout Australia are required to follow a framework.

In adherence to the framework, we aim to provide a program which fosters:

Outcome 1: the child's sense of identity

Outcome 2: children are connected with and contribute to their world

Outcome 3: children have a strong sense of wellbeing

Outcome 4: children are confident and involves learners

Outcome 5: children are effective communicators

The educational program is displayed in the foyer, please feel free to read and reflect on it.



EXCURSIONS/INCURSIONS

During the year we plan a number of incursions/excursions which we consider to be relevant and worthwhile. The three-year-old program only has incursions, and explores the surrounding area with walks. The four-year-old program has approximately one incursion per term and two excursions during the year.

Excursions and incursions are planned to extend the educational program and further develop the current interests of the children. "Participating in their communities strengthens children's sense of identity and wellbeing" (Outcome 2: Children are connected with and contribute to their world, Victorian Early Years Learning and Development Framework).

Excursions are part of our educational program, they are held during kindergarten hours and organized by the educators therefore subject to the requirements of the National Education & Care Service's Regulations and under the direct authority of the Nominated Supervisor.

Parents wishing to attend excursions or incursions or help with "stay and play" are required to have a Working with Children's Check. Please apply for this early in the year to ensure that it is received back in time. You can apply online at www.workingwithchildren.vic.gov.au/home/resources/forms

EVACUATION PROCEDURE

The kindergarten has an evacuation procedure in place in the event of an emergency. The procedure chart is located prominently within the kindergarten, and we ask you to familiarize yourself with the details. An evacuation and lockdown procedure will be practiced on a regular basis.



KINDERGARTEN LIFE

ORIENTATION

In your information pack you will receive a detailed account of how your child's group orientation will be conducted. The purpose of orientation is to allow each child time to adjust to a new environment and new adults in a relaxed manner. This is usually done in half groups and shorter sessions. This is a very individual process, and no two children are the same. Some may adjust and be happy from the minute they walk through the door, whilst others take a little more time. It is important that parents do not linger for too long once the session has commenced as this can prolong the process of separation and make it difficult for other children to settle into routines.

Our staff are trained to sensitively deal with any tears that may arise. We welcome you to phone the kindergarten later if your child is unsettled when you leave should you want to check in. If there is a problem and your child has not settled after a prolonged period, staff will contact you.

HEALTH

Please do not send your child to kindergarten if they are suffering from colds and sickness. This is for your child's wellbeing as well as others. Please do not let your child make the decision, as to whether they are well enough to attend, as inevitably they will want to come to kindergarten. This is particularly important if your child has been diagnosed with any infectious illness such as chickenpox.

The best time to ring the kinder to advise of an absence or illness is before the session commences.

Please see the teacher if you have any concerns about your child's developmental skills. The teacher will be able to discuss your concerns with you and refer your child to the appropriate agency if necessary.

ADMINISTERING MEDICINES

AT KINDERGARTEN

The Children's Service Regulations specifies the procedures for the administration of medications at kindergarten. All parents or caregivers whose child require (or may require) medication to be administered whilst at kindergarten should:

- Provide medication with original pharmacy label (including appropriate name and dose) and hand it to staff at the beginning of the session.
- Provide the appropriate authorisation for administering medication in the Authority Book. This includes a description of the symptoms that a child must display before medication is given.

PLEASE NOTE: Medication of any type is not to be left in any child's kindergarten bag including Ventolin or other asthma puffers. **MEDICATION MUST BE HANDED TO A TEACHER.**

SUN SAFETY AND HATS

It is a requirement of all children attending the kinder that they wear a legionnaire or broadbrim hat from the 1st of September and 1st May. 3yo children will be provided with a wide brim hat. 4yo children we ask to bring your own hat. We ask that you pack this in your child's kinder bag, and it will be placed in the hat pockets and kept at kinder for the duration of this period.

It is also recommended that sunscreen be applied before arriving at the kindergarten during the warming weather. Please pack a roll-on sunscreen in your child's bag so they can top up their sunscreen throughout the day.

When you are on kinder duty, we encourage parents to bring along a hat to wear whilst outdoors during terms one and four.

ARRIVAL AT KINDERGARTEN

On arrival parents/carers sign in in accordance with kindergarten sign in policy. All sessions begin with the children entering the building via the foyer, placing their bags and coats in the lockers in the foyer, then **WASHING THEIR HANDS** before proceeding to the playroom.

This is necessary to support our Anaphylaxis Policy; we would appreciate your co-operation with this procedure. The staff will indicate whether the session will begin indoors, outdoors or with a play time or group time on the mat.

COLLECTION OF CHILDREN

At the beginning and end of each session children must be signed in and out by the child's caregiver. The Department of Education & Training requires the time of arrival and departure of the child to be recorded in the attendance book. This is a legal requirement. This book is used for fire drills and in any emergency as an official record of attendance.

The accompanying adult must write the exact time of arrival/departure in the attendance record book and sign next to the child's name. Children are not permitted to leave the mat until a staff member releases them into the supervision of their parent/caregiver.

When enrolling, you are required to provide a list of people who are likely to collect your child from kindergarten. These people are able to sign your child in and out. We must have written permission from you, if any person not on the list is collecting your child. Spare permission forms are kept next to the sign in book. Additional people can be added to your list any time during the year.

If you need to pick your child up earlier than the normal finish time of the session, please make sure you do so at least 15 minutes prior to the end of the session so that the normal transition and pack up time is not disrupted for the other children.

PUNCTUALITY

The time prior to each session is used for setting up the activities inside and to ensure a safe arrangement outside. We are sure you will appreciate that this can only be achieved effectively without children. If you are early, we would appreciate you waiting until opening time. Please try and be punctual when collecting your child, as it can be very distressing for any child to find that they are the last at kindergarten. If you are running late to collect your child, please ring, and advise the teaching staff. We also advise parents to put the kindergarten phone number 9723 2456 in their mobile phone.

LATE PICK UP OF CHILDREN

Should you be late to pick up your child after session, please note the following procedure will take place. Parents/Guardians must contact the kindergarten if they are to be more than ten (10) minutes late.

Procedure for staff to follow:

1. Fifteen (15) minutes after conclusion of session: The Guardian or, if the guardian is unable to be contacted, an emergency contact person is to be notified to make arrangements for the child to be taken from the centre as soon as possible.
2. Thirty (30) minutes after conclusion of session: Staff will contact Committee of Management to arrange one committee member to attend the centre to assist with supervision.
3. Sixty (60) minutes after conclusion of session: After all emergency contacts have been tried and parent/guardian has not contacted the centre, staff will contact the Department of Education & Training.

In the event that a child is left more than 15 minutes after the end of the session on more than one occasion the parent/guardian will be charged additional fees to be set by the Committee of Management (in accordance with current childcare rates).

BIRTHDAYS

A birthday is a special event. We would enjoy helping your child celebrate. You are welcome to bring along some special treats to share ie: chocolate frogs, pencils, bubbles etc. so all the children can help celebrate and sing. Please remember that we are a nut minimization kindergarten when considering birthday treats. We also ask that you follow the dietary requirements of your group (please ask your teacher if unsure) We also ask to avoid lollipops which can be a choking hazard.

Please see your teacher if you would like to organise something special for your child's birthday. Treats are handed out by the birthday child at the end of the session. If your child has an allergy, please speak to staff about a replacement treat.

DUTY ROSTER-STAY AND PLAY ROSTER

The purpose of having a roster is for you to see your child at work and play in the kindergarten. The parent on duty also plays a very vital role in our program, helping children with an activity, writing names on work, reading a story etc. Without this help we would be unable to offer such an extensive program. Most importantly, we would like you to enjoy your time with us. When you are on kindergarten duty, we ask that during the session you help with the general cleaning up and snack time routine.

For insurance purposes it is a requirement that you are signed in as per the volunteers and Students policy and any young siblings are also registered as being in attendance.

All volunteers, including parents must have a Working with Children Check to be able to assist us with the kindergarten program.

NOTICES & NEWSLETTERS

Parents have been asked to supply their email address on their enrolment form and the newsletter will be sent electronically via e-mail each term to help reduce the impact on the environment. Newsletters and notices keep you informed about what is happening at the centre so please take the time to read them.

<https://www.lipscombeparkkindergarten.org.au/>

Children's notices are put into their pigeonhole above their bag.

Please ensure your e-mail is current. Please note: your e-mail address will only be used by staff and committee for kindergarten related purposes.

PERSONAL DETAILS

Please advise your child's teacher if something has happened at home which could be affecting your child's behaviour, eg: change in family circumstances, moving house, death of a family member or pet etc.

We need to be notified in writing if any information on your child's confidential record changes, eg: phone, home address or email address etc.

PRODUCT DONATIONS

We always welcome donations of products that can assist in the everyday running of the kinder. These items include tissues, wipes, paper towel and toilet paper.

PARKING

Please use the kindergarten car park or park on the kindergarten side of Sandgate Avenue. Parking restrictions apply on the other side of the road. Cars are to be reversed into parking spaces adjacent to kinder playground. Please be mindful of neighbouring houses and driveways when parking your car. If parking on Sandgate Avenue, please ensure your child exits the car on the footpath and not on to the road. Sandgate Ave has lots of thru traffic and is particularly dangerous during school drop off and pick up times

TOYS

Please deter your child from bringing their toys to kindergarten. Things of general interest including nature items, books etc relating to current themes, are always welcome.

UNIFORM

We encourage you to purchase new or second-hand uniforms for your child to wear while attending kinder. The uniform consists of windcheaters, hoodies, t-shirts and hats. The uniform is NOT COMPULSORY but does save on wear and tear on your child's clothes. Uniform orders are placed with the supplier twice a year, after the AGM & Parent Information Night and in term 1 and the middle of the year if required. Second hand uniforms are also available for a gold coin donation.



LUNCH BOX AND DRINK BOTTLES

Every Kindergarten session children are required to bring a lunch box with snacks and lunch for the day and a drink bottle. The children are to bring their own healthy snacks/lunch and drink in a clearly named lunchbox. Drink bottles will be placed on trolleys at kinder to make them readily accessible to children throughout the day. If more than one lunch/snack box is required, please place it in a lunch bag/cooler bag so that separate lunch/snack boxes can be kept together.

SNACK TIME

During the session time will be allocated for the children to eat. This time will be offered in a flexible way. We offer a progressive rotational snack time routine. We have a procedure in place so we know who has eaten. We aim to encourage balanced and nutritious eating habits and therefore, ask you to ensure that your child brings HEALTHY food only, for example fruit (fresh or dried), vegetables, or a small sandwich.

Pre-packaged and sugary foods are discouraged 'fresh is best'

To reduce the risk of food allergies we have designated the kindergarten a nut minimisation zone.

NUT MINIMISATION ZONE

No peanuts or nut products are to be included in the children's snacks E.g. peanut butter, peanut biscuits, Nutella, muesli bars containing nuts or any other nut product.

The nut minimizations zone supports our Anaphylaxis policy.

Additionally, during the 7 1/2 hour sessions for Banksias, Manna Gums and Bottle Brushes the children will require a lunch packed in a separate lunchbox. This will need to be placed on the lunch trolley upon arrival and will be kept at the tables or outdoors at the picnic tables.

ALLERGIES

In addition to trying to minimise nuts in the centre there may be other allergies that need to be catered for. At the beginning of the year your child's teacher will advise of any additional allergies present within your child's group. We ask that you respect this information and try to eliminate or reduce these allergens being present in food sent to kinder.



BEHIND THE SCENES

COMMITTEE OF MANAGEMENT

Our kindergarten is managed and maintained by a voluntary, parent run, Committee of Management. The Committee of Management is responsible for the daily management of the centre ie: staffing, finance, correspondence, maintenance, and fees etc. Monthly meetings help keep the Committee members up to date with the educational program, budget, maintenance requirements, social events and much more. The teaching staff administer the kindergarten education program only.

There is a committee representative in each group. Should you have anything you wish to convey to the committee, these representatives will act on your behalf. The committee meets on the second Wednesday each month and it is expected that the representatives attend these meetings. All parents are welcome to attend the committee meetings.

DEPARTMENT OF EDUCATION & TRAINING

The Department of Education & Training (DET) regulates the overall requirements and conditions of the kindergarten. The kindergarten has assessment and rating, and regular compliance inspections to ensure we comply with Children's Services Regulations.

The Department provides each child in our funded programs (3 & 4-Year-Old program) with a per capita subsidy which contributes to a portion of staff wages, the balance of running expenses being met through kindergarten fees and fundraising.

PREPARATION TIME

The educator's time is divided between contact time and non-contact time.

Contact time is session time. Where staff engage and interact with the children, implementing the program, intentional teaching, making observations, supporting development, and extending children's learning and working towards meeting the children's planned learning outcomes.

Non-contact time is the time before and after sessions. This time is used for planning the educational program, planning for individual and group learning outcomes, documenting observations, parent/teacher conversations, staff meetings, preparation for the program and materials, administrations requirements and so much more. This non-contact time also includes three curriculum days during the year where the kindergarten will be closed. Parents will be notified in advance when these days are to take place.

After each session staff need to pack and tidy up and reset the room for the following days session as well as attend to administrative duties. We therefore appreciate your assistance in promptly exiting the building at the conclusion of the session.

POLICIES

There are many policies governing Lipscombe Park Kindergarten. These policies form the framework of our operations and exist so that effectively, anyone at any time can see "how we do things". These policies are mandated by the Education and Care National Law and National Regulations. New policies are drafted and adopted as the need for them arises. Current policies need to be reviewed regularly by staff and committee and updated when necessary.

A copy of the Lipscombe Park Kindergarten Policy Manual is available in the foyer, we welcome your feedback. These policies form part of the National Quality Standards and fit into the 7 Quality Areas.

The following is a list of current policies:

Quality Area 1

Education Program

Inclusion and Equity

Quality Area 2

Acceptance & Refusal of Authorisations

Administration of First Aid

Administration of Medication

Anaphylaxis and Allergic Reactions

Asthma Management

Child Safe Environment and Wellbeing

Dealing with Infectious Disease

Dealing with Medical Conditions

Delivery and Collection of Children

Diabetes

Emergency and Evacuation

Epilepsy and Seizure

e-Safety for Children

Excursions and Service Events

Family Violence Support

Food Safety

Hygiene

Incident, Injury, Trauma and Illness

Mental Health and Wellbeing

Nutrition, Oral Health and Active Play

Road Safety Education and Safe Transport

Sleep and Rest

Sun Protection

Supervision of Children

Tabacco, E-Cigarettes, Alcohol and Other Drugs

Water Safety

Quality Area 3

Environmental Sustainability

Occupational Health and Safety

Quality Area 4

Code of Conduct Policy

Determining Responsible Person

Participation of Volunteers and Students

Staffing

Quality Area 5

Behaviour Support

Interaction with Children

Quality Area 6

Enrolment and Orientation – Free Kinder

Quality Area 7

Compliments and Complaints

Fees – Free Kindergarten

Governance and Management of the Service

Information Communication Technology

Occupational Violence and Aggression

Prevention of Harassment and Bullying

Privacy and Confidentiality

Staff Grievances and Dispute Resolution

Staff Recruitment

Whistleblower