

## INFORMATION HANDBOOK 2019

### *Welcome to Yackandandah Kindergarten*

The following Information Booklet, in conjunction with the Policy Document prepared by the Kindergarten Sub Committee, is designed to help you understand the service offered at Kindergarten. Please read this information and keep it in a handy place for referral.



We look forward to you joining the Yackandandah Kindergarten community and hope it will be an enjoyable year for you and your child

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## PHILOSOPHY AND VALUES

### Our Philosophy



The Yackandandah Kindergarten belongs to the community of Yackandandah and surrounds.

Yackandandah Kindergarten aspires to provide high quality, inclusive early childhood education.

We provide play-based learning experiences within a safe and caring environment in which to explore and grow in areas of health, learning, personal and social development, and wellbeing.

We respect and accept each child as an individual, valuing unique abilities, interests and needs within the context of a mutually supportive Yackandandah Community.

Yackandandah Kindergarten also respects the role of the family in shaping the child's learning and development and acknowledges the importance of community involvement.

Yackandandah Kindergarten is committed to sustainable practices and fosters environmental awareness.



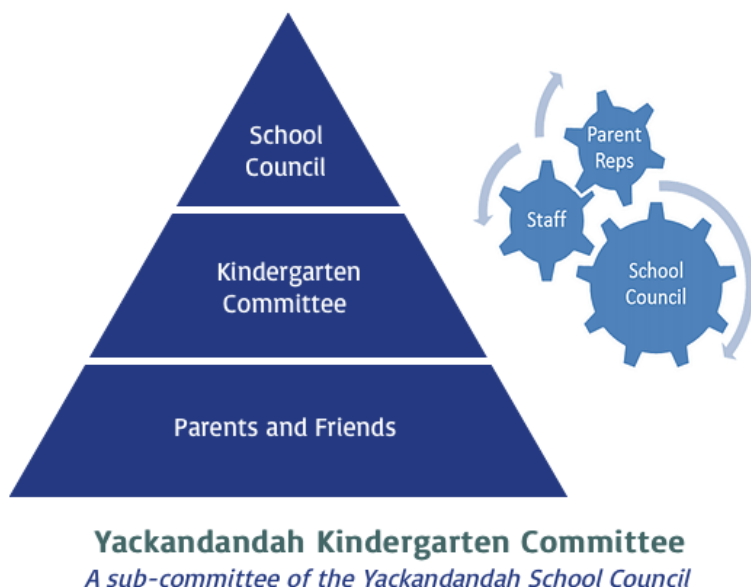
### Our Values

1. Honesty
2. Respect
3. Responsibility
4. Compassion
5. Fairness
6. Tolerance

## MANAGEMENT STRUCTURE

Yackandandah Kindergarten is a licensed children's service operated by the Approved Provider, Yackandandah Primary School. The Yackandandah Primary School under the guidelines of the Department of Education and Training (DET) is responsible for the management of our Kindergarten.

### YACKANDANDAH KINDERGARTEN WORKING TOGETHER



A Kindergarten Sub-Committee facilitates the management of the kindergarten service. The Kindergarten Committee currently comprises: Yackandandah Primary School Principal, Kindergarten Educational Leader, at least two representatives of School Council, two 4 year old Kindergarten parent representatives, two 3 year old Kindergarten parent representatives and our Administration Officer.

Parents are urged to become involved in the Kindergarten either as a parent representative on the kindergarten committee or as an active participant of the Parents & Friends groups. There is also the opportunity to participate on the parent helper roster, which will be discussed later in this information booklet.

A list of committee members is displayed on the notice board at the entrance of the kindergarten. The following email addresses are available for contacting Staff and/or Committee members:

- Kindergarten Educational Leader (Director): [director.yackandandah.kin@kindergarten.vic.gov.au](mailto:director.yackandandah.kin@kindergarten.vic.gov.au)
- Administration: [yackandandah.kin@kindergarten.vic.gov.au](mailto:yackandandah.kin@kindergarten.vic.gov.au)

Other contact details are included on the Yackandandah Kindergarten website at [www.yackandandahkinder.com.au](http://www.yackandandahkinder.com.au)

## SERVICE INFORMATION

### **License to Operate Children's Service**

Yackandandah Primary School is the Approved Provider of the Approved Children's Service operated as Yackandandah Kindergarten.

### ***Approved Provider:***

Yackandandah Primary School

### ***Responsible Officer:***

Michael Edwards

### ***Nominated Supervisor:***

Marisel Blefari

### ***Children's Service Regulatory Authority:***

DET Victoria – *Department Education & Training*

Copies of relevant legislation can be found in the foyer of the Kindergarten

- EDUCATION & CARE SERVICES NATIONAL LAW ACT 2010
- EDUCATION & CARE SERVICES NATIONAL REGULATIONS

For your reference a copy of the Yackandandah Kindergarten Policy Document can also be found in the foyer of the kindergarten.

### **Quality Accreditation**

Our Kindergarten operates in accordance with the National Quality Standards (NQS) under the Education & Care Services National Law and Regulations. In May 2016, the service was assessed under the National Quality Standards (NQS) as a children's service meeting all quality standards. The seven Quality Areas under the NQS are:

1. Educational program & practice
2. Children's health & safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

The Standard ensures that our service adopts approaches that are most appropriate to and focus on the best outcomes for the children being educated at Yackandandah Kindergarten.

## PROGRAM INFORMATION

The central focus of Yackandandah Kindergarten's educational programs is on outcomes for our children. Our programs are based on an approved learning framework which considers the developmental needs, interests and experiences of each child and takes into account the individual differences of each child. *(Refer VEYLF-Victorian Early Years Learning Framework & NQF – National Quality Framework)*

### Staffing/Qualifications

All Teachers and Educators working at the service are suitably qualified to work in a licensed children's service. Our Kindergarten programs are taught by a four year degree qualified early childhood teacher. Degree qualified early childhood teachers hold registration with the Victorian Institute of Teaching (VIT). All staff members hold current First Aid, Asthma Management and Anaphylaxis Management Certificates and a current Working with Children Card along with having undergone a Police Check.

From time to time the service assists in the training of pre-service teachers (La Trobe or Charles Sturt University / Wodonga TAFE / RMIT and Swinburne University students), and participates in providing work experience/community service for secondary school students.

### 2019 Staff Profiles

**Marisel Blefari** is the Educational Leader/Director overseeing the Kindergarten. Marisel holds a qualification equivalent to a four year Bachelor Early Childhood Education.

Each program has a lead educator and an assistant who supports the Educator's plans and assists with the everyday operations of each session.

### 4 Year Old Program

Our 4 year old program is led by Marisel. During each 4 year old session Marisel will be supported by two co-educators (Assistants) will assist throughout the morning, lunch and afternoon periods. These staff hold a Diploma in Children's Services.

### 3 Year Old Program

Our 3 year old program is led by **Anna Webb**. Anna holds a four year Bachelor of Early Childhood Education and is supported by one of our co-educators (Assistant).

### Non-Funded Day

We offer an additional non-funded day of Kindergarten to families in the Yackandandah community. This day is offered to all 3 year old and 4 year old children in the region, as a stand-alone day of educational learning and school readiness.

This session will run from 8.30am until 4.00pm on Fridays for 4 year old children. 3 year old children can attend from 8.30am until 12.30pm or 8.30am until 4.00pm. For enquiries regarding fees and the process of enrolment please contact our Administration Officer, Jennie McKern on 0260 271 560.

### Administration

All administrative tasks, including enrolment arrangements are handled by the Kindergarten Administration Officer, **Jennie McKern** who is based out of the office at the kindergarten.



## ENROLMENT/INDUCTION

### 2019 Yackandandah Kindergarten Term Dates

Term 1: Wednesday, 31<sup>st</sup> January to Thursday, 29<sup>th</sup> March *[staff return on Monday, 29<sup>th</sup> January]*

Term 2: Monday, 23<sup>rd</sup> April to Friday, 28<sup>th</sup> June

Term 3: Monday, 15<sup>th</sup> July to Friday, 20<sup>th</sup> September

Term 4: Monday, 7<sup>th</sup> October to Friday, 20<sup>th</sup> December

### Session Times

The Australian Government is committed to ensuring that every child has access to a quality early childhood education program. The program is to be delivered by a four-year university-trained early childhood teacher, for 15 hours a week, 40 weeks a year, in the year before full time schooling (often referred to as 'preschool' or 'kindergarten'). In 2019 Yackandandah Kindergarten will provide 15 hours of kindergarten to children enrolled in the 4 year old kindergarten program.

After KinderCare is available at the Yackandandah Kindergarten, for 4 year old Kindergarten children and operates on premises between 4.00pm – 6.00pm.

### 3 Year Old Program

Sessions for 3 year old kindergarten are offered weekly on Wednesdays during the Victorian school terms. Children will enrol in the one session per week from 9.00am to 2.30pm.

Once all enrolment forms are lodged and the enrolment and maintenance fees are paid, your child's enrolment in the Yackandandah Kindergarten program is confirmed.

All children currently enrolled at the service will have an interview with their teacher late in 2018 or early in 2019. For any new enrolments, families and their child will be asked to attend an interview. The dates for these interviews are Monday, 12<sup>th</sup> November through to Friday, 23<sup>rd</sup> November.

### 4 Year Old Program

Sessions for 4 year old kindergarten are held on Monday, Tuesday & Thursday during the Victorian school terms. Each child will be enrolled for two days per week, for a total of 15 hours. The 2019 program times are 8.30am to 4.00pm.

Families may opt to collect their child earlier than 4.00pm on a regular basis. Whilst our kindergarten is flexible in working with families, we must ensure that continuity of delivery of the program is not impeded; therefore, the earlier collection time will be 2.00pm in Terms 1 & 2 and 3.00pm in Terms 3 & 4. Families will need to advise the Educational Leader that they intend to collect their child at 2.00pm on a term by term basis.

At Yackandandah Kindergarten, children are enrolled in a kindergarten educational program which is carefully tailored to individual learning plans. Whilst we are aware that there may be issues / appointments from time to time that necessitate earlier collection times other than 2.00pm, we ask that families are mindful of the interruption to the classroom activities.

Four year old kinder families also have access to the After Kinder Care Program which runs 4.00pm – 6.00pm on Kinder premises on a Monday, Tuesday & Thursday.

*[See Page 23 for information on the AKC Program]*



### Non-Funded Program (Fridays)

The Friday session will run from 8.30am until 4.00pm for 4 year old children. 3 year old children can attend the session from 8.30am to 12.30pm or from 8.30am to 4.00pm. For enquiries regarding fees and the process of enrolment please contact our Administration Officer on 02 6027 1560.

### Fees and Funding

Victorian Kindergartens receive a set amount of funding from DET for every eligible child that is enrolled and attends a 4-year-old Kindergarten program for 15 hours per week. The 3 year old program is not a funded program. Fees are due the first two weeks of each term or you may enter a payment plan with the Kindergarten. Contact the office for more details. The Yackandandah Kindergarten Fees Policy sets out the term fees charged to families for 2019. The enrolment fee is a payment to cover administrative costs associated with the enrolment of a child in a program at Yackandandah Kindergarten. This fee is only refundable if a place cannot be secured for the enrolment request.

A *Fee Payment Agreement* accompanies the enrolment form and should be signed and returned with the completed form. Families will be issued with an invoice at the start of the year for the full year's fees. Statements will be issued each term.

### Yackandandah Kindergarten Fees 2019

#### **Enrolment Fee: \$30 per enrolment**

(Covering administration costs for enrolling a child in the program. This is only refundable if a place cannot be secured).

#### **4 Year Old Term Fee: \$466 per term**

(Non-refundable fee for the government funded program of 15 hours per week).

#### **3 Year Old Term Fee: \$466 per term**

(Non-refundable term fees based on 5.5 hours per week).

#### **Friday Program:**

**3/4 Year Old Fee: \$634 per term** (7.5 hr day)

**3 Year Old Fee: \$339 per term** (4 hr day)

#### **Maintenance Levy: \$30 per family**

(Family contributions to the maintenance of our kindergarten)

Fees can be paid by way of EFT to the following WAW account:

Yackandandah Primary School

BSB: 803 070

Acct: 48135

Fees can also be paid by cash or cheque via the Yackandandah Primary School office. Fees need to be paid by the second week of term.

### Birth Certificate and Immunisation Details

It is a requirement that the Kindergarten holds copies of all children's birth certificates and immunisation details. All families are asked to bring the original copies with them for their kinder interview so we can sight and copy them for our files.

Children are unable to start kindergarten until these have been brought in.

## Immunisation information for parents enrolling a child in Kindergarten

### Enrolment requirements in Victoria *\*Under the Public Health & Wellbeing Act 2008, in effect from 1 Jan 2016*

By law\*, to finalise enrolment for your child in long day care, kindergarten, family day care or occasional care you must provide the service with an immunisation status certificate that shows your child is:

- up to date with vaccinations for their age OR
- on a vaccine catch-up schedule OR
- has a medical condition preventing them from being fully vaccinated.

"Conscientious objection" is not an exemption under the 'No Jab No Play' legislation.

### What is an immunisation status certificate?

It is a statement showing the vaccines your child has received. The most common type of immunisation status certificate is an Immunisation History Statement from the Australian Childhood Immunisation Register<sup>2</sup>. [Medicare]

'Homeopathic immunisation' is not a recognised form of immunisation.

### What is this document used for?

- **To finalise enrolment.** To accept an offered place at a service, you must provide the service with an immunisation status certificate. This should be done two months before your child is due to start at the service.
- **To keep children safe.** If there is a disease outbreak at the service, the document is used to identify children at risk (for example, children too young to be fully immunised against a disease) who may need to stay away from the service until safe for them to return.

### What if I cannot get this document?

In some circumstances a 16 week 'grace period' can be applied, so your child can start at the service while you organise the document. The service can advise if this applies to you.

1. Under the *Public Health and Wellbeing Act 2008*, in effect from 1 January 2016.

2. The Australian Childhood Immunisation Register was renamed the Australian Immunisation Register in September 2016.

### How do I get an immunisation status certificate?

Request an Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR)

- phone 1800 653 809
- email [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)
- visit [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)
- visit a Medicare service centre.
- See your doctor or local council



A doctor or local council immunisation service can also provide an immunisation status certificate. To be used for enrolment, the document/s needs to contain the same details as an ACIR Immunisation History Statement and be signed by the immunisation provider.

### How do I tell if my child is 'up to date'?

Review your child's most recent ACIR Immunisation History Statement. At the bottom of the statement there is a section titled 'Next due immunisation(s)'. If the date of the next due vaccination is in the future, then your child's immunisations are up to date for their age.

If your child has completed all their childhood vaccinations, there will be no vaccines listed under the 'Next due immunisation(s)' heading.

### What do I do when my child has vaccinations AFTER enrolling?

After each vaccination, you should provide an updated immunisation status certificate to the Yackandandah Kindergarten to include in their records.

## **Child Care Subsidy [replacing the former Child Care Benefit & Child Care Rebate]**

From the 2<sup>nd</sup> July 2018, the new Child Care Subsidy will replace the CCB and CCR. Under the New Child Care Package, families can only claim the CCS when using approved care which is Long Day Care, OSHC & Family Day Care. Unfortunately, a service that primarily provides an early educational program to children in the year that is 2 years before Grade 1 of school (such as a preschool or kindergarten) is not eligible to become approved care – this also means that you won't be able to claim the Child Care Subsidy for After Kinder Care Fees.

## **Health Care Card Holders**

Kindergarten fees are subsidised by DET for those families who hold Health Care Cards (HCC). It is important to register as a Health Care Card holder at your enrolment interview in December by bringing along a current HCC. A copy of the current HCC will be made by Administration Officer and kept on record, so that the kinder may obtain the additional funding. Your own kindergarten term fees will then be reduced significantly. This information will be dealt with confidentially. You will receive the subsidy for the full year if your HCC does not expire during the kindergarten year. However, if the card does expire during the kindergarten year, the subsidy will only apply to the term fees in which the card is current.

## **Medical Conditions and Action Plans/Medications**

Families are responsible for providing information to the service on any medical condition/s or additional need/s of their child.

Parents should convey as much information as possible (in writing via the enrolment form or additional notes), to the Educational Leader or Administration staff.

This information will be discussed at your enrolment interview in November, prior to the start of the kindergarten year. Please provide copies of any medical or developmental assessments where required.

It is a parent obligation to provide the service with such details so as to assist kindergarten staff in providing for their child's healthy and safety at the service.

## ***Asthma***

Our Asthma Policy states that all children with asthma require an *Asthma Action Plan* to be completed in consultation with your doctor and attached to your child's enrolment form. Each child will be required to bring their own devices (puffer, spacers) and medication (Ventolin etc.). A child cannot attend kinder without bringing their own device/medication. You will be given a copy of the Asthma Policy at your interview.

## ***Anaphylaxis***

Our Anaphylaxis Policy states that all children with anaphylaxis require an *Individual Anaphylaxis Risk Management Plan* to be developed by the Educational Leader in conjunction with parents and staff. An *ASCIA poster Action Plan for Anaphylaxis* signed off by the child's doctor will also be required. Each child will be required to bring their own adrenaline auto-injector (e.g. EpiPen). A child cannot attend kinder without having supplied their own device.

Extra time will be allocated during your child's Enrolment Interview to discuss these requirements.



## Medication

If your child needs to take medication of any kind during kinder times, written authority must be given by the parent or guardian concerned on the day to be administered.

A form will be available at your interview to fill out the necessary requirements regarding administering long-term medication.

Each time medication needs to be administered a parent will need to sign an authorisation form before and after the medication has been given to their child.

All medication must be provided in its original bottle/packaging clearly labelled with your child's name, dosage required etc. Medications will be safely stored during the session and are only to be administered by a staff member. Please ensure that prescribed medication is specifically for your child. Staff are not permitted to administer medication that is prescribed for another family member.

By law, staff are only allowed to give the recommended dosage of medication to your child, so please don't ask them to do otherwise.

If your child requires first aid of any kind after an accident or medication is administered, it will be recorded in the *medication/illness/injury folder*.

A red dot will be placed next to your child's name in the sign in book to notify you that you need to see a staff member to sign the *medication/illness/injury folder*. If your child becomes ill whilst at kinder, parents or the child's emergency contact/s will be requested to collect the child.

In the case of an emergency, an ambulance will be called if required. The ambulance is not a free service, so we recommend you consider having ambulance coverage if you have not already done so.

## DAILY PROCEDURES AT KINDER

To ensure that your child's kinder day gets off to a smooth start and to enable us to provide you with a quality early childhood education service, there are some procedures that families need to be aware of prior to starting kindergarten.

### Daily arrival at kinder:

- The arrival time for 4 year old kindergarten (Mondays, Tuesdays, Thursdays) is **8.30 am**
- The arrival time for 3 year old kindergarten (Wednesdays) is **9.00 am**
- The arrival time for all students on the non-funded day (Fridays) is **8.30am**

It is important for safety reasons that children do not arrive early at Kinder. The working day for our staff begins earlier; providing time to set up the room in preparation for the session before welcoming children at the official session time.

Our staff are not legally able to supervise children until the official start time of the program. Please note the door will not be opened until that time.

## Signing your child in and out of the Attendance Register daily

Under the National Regulations your child must be signed in to the attendance register (sign in book) on each day that they attend kindergarten.

The person collecting your child at the end of the session must sign your child out of the attendance register and record the child's time of departure.

The sign in book is located on the table as you enter the kindergarten foyer.

As this is an official record of children's attendance and the first document required in an emergency situation, we require an accurate recording of information therefore this book is for adult use only. Please ensure children/toddlers do not write in this book. FULL NAMES of people dropping off or collecting your child are a legal requirement. The sign in book is picked up and taken in emergency situations.



Each family will have completed the 2019 enrolment form on which you will have nominated persons authorised to collect your child. Kindergarten staff are not able to release your child into the care of any person other than one who is nominated as an authorised contact.

It is the responsibility of parents to notify the Kindergarten in writing regarding changes to information recorded about their child: address, work numbers, emergency contacts and if someone other than a current authorised person is collecting their child from kinder. This person's name will then be added to your child's enrolment.

Staff cannot release a child to any unauthorised person regardless of how well known that person may be to them or your child.

## Notification of Absences from Kinder

Families are asked to contact the Kindergarten prior to 8.30 am to advise of their child's absence from kinder. Please leave a message on the answering machine or email the office.

## Requests During Session Time

For the safety of the children, families are asked to keep doors closed at all times.

Families and visitors are also asked to be mindful of keeping noise to a minimum when entering the kindergarten prior to and during sessions to allow the children to focus on the program. All visitor to the Kindergarten must sign the Visitors Book.

## Daily Pick Up from Kinder

It is in the best interest of the children and a courtesy to staff for parents/carers to ensure responsible and prompt collection of children. If children are not collected within 10 minutes of the session finish time staff will follow procedures as per the service's *Delivery & Collection of Children Policy*.

As discussed earlier in this booklet, (*refer Session Times*), families are asked to keep early pickup from sessions to a minimum unless otherwise necessary, or as arranged on a term by term regular basis in the case of the nominated 2.00pm collection from 4 year old kindergarten.

## What to Bring to Kinder

### ***Bags and Backpacks***

Prior to your child's first day a coat peg and bag shelf will be allocated, clearly marked with your child's name. During the start of year interviews and orientation session your child will be shown the bag area so they know where to put their belongings on their first day.

- Each child needs to bring a kinder bag or backpack that is large enough to carry a sunhat, lunch, water bottle, set of spare clothes and completed artwork. Please mark it clearly with your child's name and teach your child to open/close the bag themselves.
- Bags are to be placed on the child's bag peg in the kinder room.
- Sunhats, warm, wet-weather gear and a spare set of clothing are to be kept in the child's bag so that children can access them easily throughout the day.

Children's work will be placed on their bag shelf. Parents are asked to collect work daily.

### ***Food – Morning Tea and Lunch***

Children will sit down to a morning tea each session. We ask that each child bring a packed morning tea consisting of cut fruit or vegetable in a container with their name on it and either yoghurt or cheese. Children are also asked to bring their own water bottle. Our Kindergarten's *Nutrition, Healthy Eating and Active Play Policy* promotes the importance of a healthy lifestyle, as such we ask that no treats, cordial or other drinks be bought to kinder.

Children will sit down for their lunch each session and must bring along a packed healthy lunch and water bottle (named). We would suggest that a sandwich/wrap, piece of fruit/vegetable would be suitable. Lunch is an important time at kinder where children love to sit down and chat with their friends and Educators. If you are a parent helper at kinder, remember to bring along your own healthy packed lunch too so you can sit down and enjoy the company of your child and their peers. The Kindergarten has joined the waste wise program with a view to minimising rubbish and waste at the Centre. Please consider nude food lunchboxes (no need to cling wrap or use additional packaging).

### ***Food Allergies***

Our Kindergarten aims to provide a nut-free environment in line with our Anaphylaxis Policy. Please avoid sending your child to kindergarten with nuts, nut products etc. Any package that reads '*it may contain traces of nuts*' are **not** to be brought into the Kindergarten. Children or families who suffer from nut allergies can have fatal reactions to any traces of nuts so please be mindful of our Policy.

### ***Children's Birthday Celebrations***

In line with our service's revised Anaphylaxis Policy, families are asked to note the following changes. Families who would like to celebrate their child's birthday at kinder by bringing in birthday cakes are asked to prepare simple, small cupcakes from the recipe attached. Families are asked to contact kinder staff one week prior to the session to check how many cupcakes will be needed – the staff will allocate additional time for the celebration at the lunch break. Each child enrolled at kinder who is at risk of an anaphylactic reaction or who suffers from food allergies will be asked to provide a small batch of cupcakes suitable for their own child's sole consumption at kinder. These cakes need to be in a sealed container, well labelled with their child's name and kinder group.



Where another family brings in cupcakes for the children to share, each child with at risk of exposure to allergens will be given one of their own cupcakes from the freezer. This is a further measure to ensure that only food provided by the family is consumed by a child at risk.

Prior notice of families bringing in cakes to particular session is appreciated, so as to allow time for the frozen cakes to thaw. We trust that families can appreciate the need to take steps so as to minimise the risk of exposure to allergens for each child. More information and the recipe are available in this handbook.

### ***Sun Smart / Sun Protection***

Yackandandah Kindergarten is a registered 'Sun Smart' kinder. Our Sun Protection Policy requires all children to wear a broad brimmed sun hat from the beginning of September to the end of April, whilst outside. Please apply sunscreen at home prior to attending kinder so that it is activated prior to our morning outdoor session time. If you have any specific requirements regarding your child and the sun, please contact the Educational Leader or our Administration Officer. Those children who do not have a broad brimmed hat to wear are required to stay in the shade. Please remember to put one in your child's kinder bag and if possible leave it there for the required months. We also encourage parents on duty to wear a hat when outside. Staff will also do the same.

### ***Clothing***

Children should wear **named** comfortable play clothes to kinder which cover the shoulders. A spare set of suitable clothing (and underwear) must be packed into your child's bag. Please check this to ensure the spare clothing fits your growing child. For your child's safety, solid shoes are recommended. Thongs, flip/flops, open backed shoes (slip-ons) are not safe for outside activities. Dangling earrings are dangerous. Please consider what jewellery is appropriate for your child to wear at kinder.

Hats are available for purchase from the Kindergarten at a cost of \$12. We have noticed that children occasionally have issues when different hats are worn so we suggest purchasing a hat to alleviate this. Tee-shirts (\$22) and windcheaters (\$25) with the kindergarten logo are available for purchase from Brunella Schoolwear in Wodonga; please note that a uniform is not compulsory.

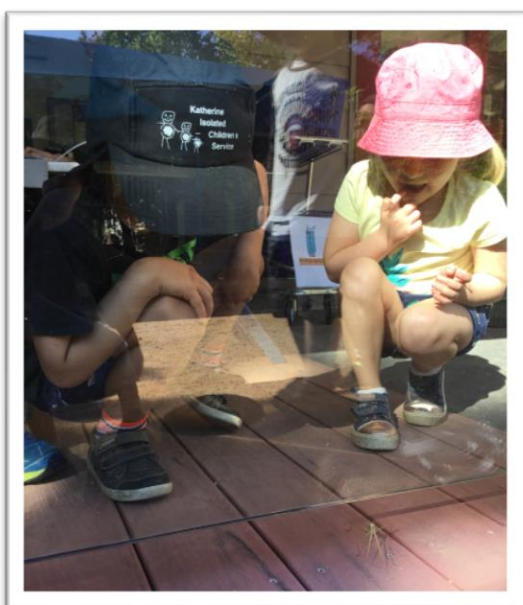
*[Brunella: 02 6024 4301]*



## DAILY ROUTINES

### 3 Year Old Program

TIME	ACTIVITY
9.00am – 9.30am	Children arrive, unpack belongings and sit on the welcome mat for songs and sharing time
9.30am – 10.00am	Inside activities
10.30am – 10.45am	Pack away and re-group on the mat for story
10.45am – 11.10am	Wash hands and have morning tea
11.10am – 11.20am	Music and movement on the mat
11.20am – 11.55am	Outside play (weather permitting)
11.55am	Pack away
12.00pm – 12.30pm	Wash hands and have lunch
12.30pm – 12.45pm	Pack bags and have quiet time on mat (relaxation music)
12.45pm – 1.00pm	Story/group discussion/game
1.00pm	Early departure pick-up (other children stay grouped)
1.10pm – 1.30pm	Structured drama or art class (smaller groups)
1.30pm – 2.15pm	Inside activities or outside time with art and craft (weather permitting)
2.15pm	Pack away and re-group on mat for game or story before home time
2.30pm	Children depart



## 4 Year Old Program

TIME	ACTIVITY
8.30am	Kinder session starts Welcome children and families
8.30am - 8.40am	Mat time
8.40am – 10.00am	Outdoor play
10.05am – 10.35am	Morning snack
10.40am – 12.10pm	Indoor play
12.10pm – 12.40pm	Pack away and group time
12.45pm – 1.30pm	Lunch
1.30pm – 2.00pm	Rest time and story time
2.00pm	Early departure (for families opting for early collection)
2.00pm – 2.30pm	Table activities (puzzles, games, fine motor activities)
2.30pm – 3.00pm	Music activity (songs, instruments etc)
3.00pm – 3.30pm	Afternoon snack
3.30pm – 3.45pm	Tidy up room / group time (organise belongings, discuss the day, sing songs)
4.00pm	Children depart

### Show & Tell Session

A show and tell roster will be sent home for the 4 year old kindergarten sessions. Your child will be asked to bring along a *Show & Tell* item of interest on their allocated day which is connected to the program topic. The topic or theme will be advised on the Program. Regular *Show & Tell* will not be part of the 3 year old kindergarten program. However, should your child have a topical item of interest that they would like to share with their peers please discuss with the session Educator.

### Education Program

The Early Years Learning Framework (EYLF) describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

Our Educators plan each session around the EYL Framework.

To find out more, contact your Early Childhood Teacher.



## Learning Outcomes

The five learning Outcomes are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

## Reflective Diaries and Individual Portfolios

The outcomes are broad and observable. Educators will make observations and record your child's learning experiences in an individual portfolio. These portfolios are available for parents/families to view and add their input, at the kindergarten.

Weekly Reflective Diaries for each program will be completed and made available to families via displays at kinder.

## Excursions and Visits

Educators will incorporate excursions and visits to our service into the educational program. Our kindergarten aims to provide opportunities for all children to participate in excursions and enjoy the visits to kinder by community groups, shows etc. Excursion or visits will be selected and encouraged based on the educational benefit to the children. Children will attend excursions that take place on their day only.

Permission forms detailing excursion dates, educational purpose and any costs involved will be sent out to parents for signature and payment prior to excursions.

## Our Environmental Integration Focus

We aim to develop an appreciation and care for the natural environment, with opportunities to explore relationships with other living things within the community and in our own Bush Kinder garden:

- Children and educators plant, grow and care for the vegie and indigenous plant gardens, the produce of which is used for regular cooking experiences.
- The children are actively involved in caring for our resident chickens.
- Educators, children and families are actively involved with local landcare and sustainability groups in the re-vegetation of our grounds with native and local plants.
- Children participate in outdoor nature classes in our bush experience garden.



## COMMUNICATION WITH PARENTS

The staff and management will use a variety of methods to ensure that parents are kept apprised of kindergarten news, developments, activities and programming. It is important that you check the following communication avenues on a regular basis:

- Your child's **locker** should be checked and cleared daily;
- Your child's **bag** should be checked daily
- The **newsletter** which will be distributed via email and uploaded to the website. A hardcopy is available if required
- The **noticeboard** in the entrance
- The **term planner** in the foyer
- Your **email** address; *(during the enrolment process you will be asked to sign a blanket approval to allow kindergarten staff to pass on information via email. Such information may include notices from Parents & Friends working parties).*
- Your **postal** address
- The kinder **website** available at [www.yackandandahkinder.com.au](http://www.yackandandahkinder.com.au)
- The Kinder **Facebook** page [closed group]

### Forms, Payments and Orders

All kindergarten fees are to be paid directly to the Yackandandah Primary School.

A locked collection box is located in the kindergarten classroom for any signed excursion permission forms, or fundraising forms only. These can be dropped into the box for collection by administration staff. Payments must be made prior to excursion.

Parents/carers are asked to ensure that any payments are placed in an envelope clearly marked with your child's name, item being paid for, amount inserted etc. A receipt will be forwarded to families for all payments.

### Family Feedback Survey

Throughout the year families will be asked to complete a survey to assist management in ensuring the service meets the expectations of the kindergarten community. This survey will be mailed out to families and mentioned in the kindergarten newsletter. All responses are treated in confidence by the management committee.

### Parent Concerns and Queries

The staff and committee work closely together to provide the best program possible for your children, so your input will be most welcome. If you have any queries or concerns regarding the program or wish to discuss your child's progress, please do not hesitate to approach the Teacher.

It is sometimes difficult for the Teacher to have such an important discussion at drop-off or collection times, so please ask to set some time aside for you after the session has finished or make an appointment for an alternate time/day.

Parent concerns and queries can also be directed to the Educational Leader or Approved Provider (Yackandandah Primary School Principal).

## PARENT INVOLVEMENT

The great thing about having a child at kinder is watching them develop friendships and social skills, and helping them to discover hidden talents!

### Parent Helper Roster

We invite all parents to join in the fun of kinder as a Parent Helper. A duty roster will be drawn up each term based on your availability. A copy of the roster is put in your child's information pocket at the start of each term, displayed in the foyer and included in newsletters. You will be asked to help with general activities with the children; but most of the time can be spent enjoying the kinder environment with your child and their friends. It is lots of fun and the children love it when their mum or dad or relative or friend is on duty.

### Parent Skills & Interests

Your presence, knowledge, skills and interests are greatly valued by our kindergarten and in fact can enhance the program. If you or any family member has a special interest or talent that you would like to share with the kindergarten children, please let the Educational Leader know. A visit will be scheduled in to work in with the program topics. Your involvement and collaborative relationship within the kindergarten is invaluable in enhancing the quality learning outcomes for our children.



### Visitor's Register

Any time a parent/carer visits the kindergarten, whether it be as a rostered parent helper or impromptu visit they will be asked to sign themselves into the Visitor's Register on the sign in table. Anyone (including children) accompanying them must also be signed in. On departure they must also sign out of the Visitor's Register.

### Other Children / Siblings

Babies/toddlers are welcome to come along when you attend kinder however parents are responsible for them and must supervise them at all times both indoors and outdoors. The National Regulations require a specific child/adult ratio when taking children outside the kindergarten e.g. on excursions etc., so toddlers are unable to attend on these special days.

Please ensure that your toddler (under 3 years) is supervised at all times, particularly on the playground equipment. Materials used in the kindergarten such as small beads for example, may not be suitable for children under 3 years.

If you cannot do kinder duty because of work or other commitments, please consult with the staff about alternative ways of being involved. Please remember- **PARENTS ARE ALWAYS WELCOME AT KINDER AT ANY TIME** - ours is a community Kindergarten and the more people are involved, the better.



## Parents and Friends Group

All families are invited to be part of the Parents & Friends group from which working parties (sub-groups) will be formed. Families are invited to participate in the following sub-groups for 2016:

- *Fundraising* - provides additional funds to enhance the kindergarten
- *Social* - provides social functions and opportunities to encourage all families to feel part of the kinder community
- *Maintenance*
- *Newsletters / Community Noticeboard*

## Working Bees

Another area where parent/family support is invaluable is the maintenance of our kinder and resources. Whilst Yackandandah Kindergarten appoints a contracted gardener who completes general garden maintenance (mowing, raking leaves, weeding etc), we rely on the assistance of all families throughout the year to attend working bees. Working bees will be co-ordinated by the Maintenance sub-group and are usually held on Saturday or Sunday morning from 9am to approximately 12pm as required.





## OTHER THINGS YOU MAY NEED TO KNOW

### Separation Anxiety / Settling In

Some children will find the new experience of kindergarten very exciting and have no difficulty separating from their parent or caregiver. However, some children may feel threatened or frightened in the new environment and/or may not have separated from their parents for a considerable amount of time prior to attending kindergarten.

During this transition your child's behaviour may change and mood swings may be evident. It is important to support your child and help them gradually settle into their new surroundings.

*Initially your child may insist that you stay with them and we believe that this is important at the beginning of the year. However, if your child continues to have difficulties settling in, here are a few hints and strategies which may encourage a smooth and happy transition for you and your child:-*

- Come into kindergarten with your child and help settle him/her into an activity.
- If your child would like you to stay a while, please feel free to do so.
- Once you have said goodbye to your child and the teacher, it is important that you leave. If your child is insecure he/she may become more upset if you hesitate.
- Our staff will contact you if your child had been upset or unsettled at drop off time. Generally, children will have settled down well as soon as parents are out of sight, but a reassuring phone call will set your mind at ease. If your child remains unsettled or is distressed, our staff will contact you to come in to kinder. We are guided by what is in the best interests of the child at all times.

### Hygiene

This service is committed to minimising the risk to children associated with infection and contamination of food and/or the environment. National Regulations must be adhered to. To that end we have in place several important requirements for staff, children and parents to follow:

- *To reduce the risk of infection of others, children who are ill should not attend kinder.*
- Information regarding exclusion periods for infectious diseases will be located in the foyer.
- Parents are asked to contact the kindergarten to report cases of infectious diseases amongst their kindergarten child or siblings. A notice advising families of reported cases will be displayed at the kindergarten in attempt to limit the spread of the disease. Symptoms and suggested treatment of the particular disease will be highlighted. All cases are treated with confidentiality.
- Hygiene procedures must be adhered to at all times. A colour coded system has been put in place for cleaning tables and preparing food. As a parent helper at kindergarten you will be asked to adhere to this system, please ask staff for clarification. Procedures for food preparation at kinder, (washing hands, wearing disposable gloves, etc.) must be followed. Signage will be displayed in the kitchen to inform parents of these procedures. A copy of the Hygiene policy is displayed in the Policy document in the foyer.
- Hand washing by both children and staff will also be encouraged after using the toilet, before eating, and after blowing noses.

## Birthdays

Each child's birthday is celebrated at kinder, even if they occur during the holidays or on a non-kinder day. If you would like to send along enough small cupcakes for each child to celebrate your child's birthday, please do so. Please only bring in small cupcakes with **moderate** food colouring and sugar. Please provide a list of ingredients to help accommodate children with food allergies and ensure there are **no** nuts or nut products contained in the item.

Other ways to celebrate, rather than cake, could be with bubbles, music, games etc.

### Party Cup Cake recipe

*This recipe has been used with permission from Edan's Kitchen Egg-Dairy- And- Nut- Free Baking cookbook available from Anaphylaxis Australia Inc. [www.allergyfacts.org.au](http://www.allergyfacts.org.au)*

**Ingredients:**

- 1 ½ cups self-raising flour
- 1/3 cup dairy and egg free custard powder
- 1 cup sugar
- 1/3 cup canola oil
- 1 teaspoon vanilla essence
- 1 cup cold water

#### Method:

1. Preheat oven to 180°C
2. Combine flour, custard powder and sugar
3. Add oil, water and vanilla and mix well
4. Pour batter into prepared patty cases until almost full
5. Cook at 180°C for about 20 minutes or until skewer is inserted and comes out clean
6. Decorate with icing and or lollies
7. When cupcakes are cooled and decorated, place them inside the Food Allergy Awareness wrappers and share them with friends and family

*Tip: At the time of this going to print, Orgran Custard Powder is dairy and egg free.*

*Always read product labels to ensure they are suitable to meet your allergy needs.*



## Kindergarten Photos

The kindergarten will arrange for a professional photographer to take individual and group photos of your child. Photo Day will be notified in advance.

## Parent Library

The kindergarten has a small library of current books and pamphlets, available for use by parents. We urge parents to borrow and read them, thus helping you towards further understanding of your child's development.

## Kindergarten Policies

All Yackandandah Kindergarten Policies have been developed in consideration of the ELAA (Early Learning Association Australia recommended review schedule and the National Regulations. The Policy Document is displayed in the kindergarten foyer and is available to families at all times. Kindergarten staff are obligated to work directly from these policies ensuring child's educational welfare & safety are adhered to.

## Head Lice

Whilst parents have the primary responsibility for detection and treatment of head lice, Yackandandah Kindergarten will work in a collaborative manner to assist families to manage head lice effectively.

As our policy follows Victorian Health Regulations, we require you to regularly conduct head lice inspections, and if any are detected commence safe treatment practices.

It is important to note, that health regulations require that when a child has head lice, that the child should not return to Kindergarten until the day after appropriate treatment has started. This refers only to those children who have live head lice and does not refer to head lice eggs. However, please be aware that no treatment kills all the eggs, so all treatment programs must include at least two applications. Please seek advice from your local pharmacy if you are unsure of the right treatment for your child.

Families in your child's group will be made aware of the detection of head lice, through a generic letter, this means your child's name will not be disclosed.

It is very important that the kindergarten is informed of when the head lice treatment has commenced.

There is no requirement for our kindergarten to undertake —head-lice inspections, however, teachers and/or assistants will inspect a child's hair if they have reason to suspect head lice.

### If live lice are present kinder staff will:

- Contact parent by phone and ask to collect the child.
- Advise the parent of the inspection and provide a form which advises live lice were found and outlines the actions required.
- Notify all parents in the group of the detection of head lice to ensure that they check their children and apply appropriate treatments as necessary.

### What can families do?

- Start immediate treatment on your child.
- Check all members of the family.
- Change bedding.
- Sign and return *Action Taken Head Lice Form* to Kindergarten.

## AFTER KINDER CARE PROGRAM FOR 4YO CHILDREN

**Booking enrolment forms are available from the Yackandandah Kinder Office and should be completed and returned to the office as soon as possible. Details of your booking dates will be forwarded to the Yackandandah Primary School Business Manager for issuing of a fee statement.**

**Permanent Bookings** are positions guaranteed in After Kinder Care on a regular basis. These bookings are made on a termly basis at a cost per afternoon session of \$20 per child. This payment applies, irrespective of whether the full 2 hours of care [4pm – 6pm] is used in full or in part. Permanent term bookings are paid in advance. As is the practice with kinder fees, permanent AKC fees will not be

refunded in the case of pupil-free [term] days, public holidays, Code RED Fire Danger Days or non-use of the booked days. Notice of absence on the day/days of booked care is required by 8.30am on the booked care day, to allow for any possible casual booking requests.

Permanent Bookings to be advised each term – they don't automatically roll over to the following term.

Under a permanent booking arrangement, fees are due to be paid per term, in advance to YPS.

**Casual bookings** are available upon request and will be accepted where there is a vacant position for the day/session. Advance request of casual bookings is recommended where possible. Where a casual booking request is made on the day required, there is a possibility that a place may not be available.

*Casual bookings are subject to a \$10 cancellation fee if inadequate notice of cancellation is given ie: advice of cancellation is not received by phone or email by 8.30am.*

*Under a casual booking arrangement, fees must be paid in cash on the day of the booking; either at the time of drop-off into the normal 4yo Program or upon collection of your child from the AKC.*



### **Payment of AKC Fees**

Fees for all permanent booking AKC sessions will be invoiced to the family with their kinder fee statements, as issued by the YPS Business Manager. Payments should be made to the Yackandandah Primary School office a term in advance for Permanent Bookings and to the Kindergarten Office for Casual Bookings. Receipts will be sent home to parents.

Casual booking fees are to be paid in cash on the day of the session booked.

**Cheques should be made payable to: 'Yackandandah Primary School After Kinder Care'.**

*Note: Should cheques made payable to 'Yackandandah Primary School After Kinder Care' not be honoured by banks, we regret that any relevant charges be passed on to parents.*

Families may opt to pay accounts by electronic deposit to the School's WAW bank account:

**BSB: 803 070 Acct: 48135**

**Any electronic payment must include the family name and quote 'After Kinder Care Program' in the reference field.**

Should a situation occur where difficulty is experienced in paying an account, an appointment should be made with the Kindergarten Director to discuss the situation immediately, otherwise further participation in the Program may be suspended.



## EMERGENCY PROCEDURES

Yackandandah Kindergarten has an Emergency Management Plan, which is reviewed regularly.

Planning to manage incidents and emergencies assists to protect adults and children, to maintain children's wellbeing and a safe environment and to meet requirements of relevant occupational health and safety legislation. Having a clear plan for the management of emergency situations assists educators to handle these calmly and effectively, reducing the risk of further harm or damage.

Information from the Emergency Management Plan is detailed in the following pages.

### **Bush Fire Awareness**

As part of the bush fire preparations the Department of Education and Training has developed a Bushfire at Risk register for Victorian schools and licensed children's services that are considered to be at high risk of fire danger. Our kindergarten has been placed on this list. Schools and children's services that have been identified as being at high fire risk will close on days declared a Code Red Fire Danger Rating Day.

Where possible, up to 3-days' notice of a planned closure will be provided; parents and carers should, however, expect that in some instances less than 3-days' notice may be provided. Advice will be provided to you directly by our school, you can also check this website for daily updates.

<http://www.education.vic.gov.au/about/emergencies/closures.htm>

The final decision to close your school or children's service will be confirmed no later than midday the day before the planned closure. Once the decision to close is confirmed, this will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when their school, kindergarten or child care service is closed. When a school or children's service is closed for bushfire, no staff will remain on site. The safety of children and staff remains our paramount consideration.

### **Family Fire Safety Plan**

It is important that all families (particularly those in bushfire prone or high risk areas) have a family fire safety plan that aligns with their Kindergarten Emergency Management Plan.

The family fire safety plan should include information about alternative care arrangements for children in the event that the children's services are closed with some warning.

The family fire safety plan should be practiced so families are familiar with the procedures to be followed in a bushfire.

**It is imperative that families keep their authorised persons & emergency contacts details up to date.**

A 'Change of Child Details on Enrolment Form' is available from the sign in desk, administration staff and can be downloaded from the website. The form must be signed and returned to the kindergarten so as to enable the emergency plan to be updated.

# Evacuation Assembly Areas

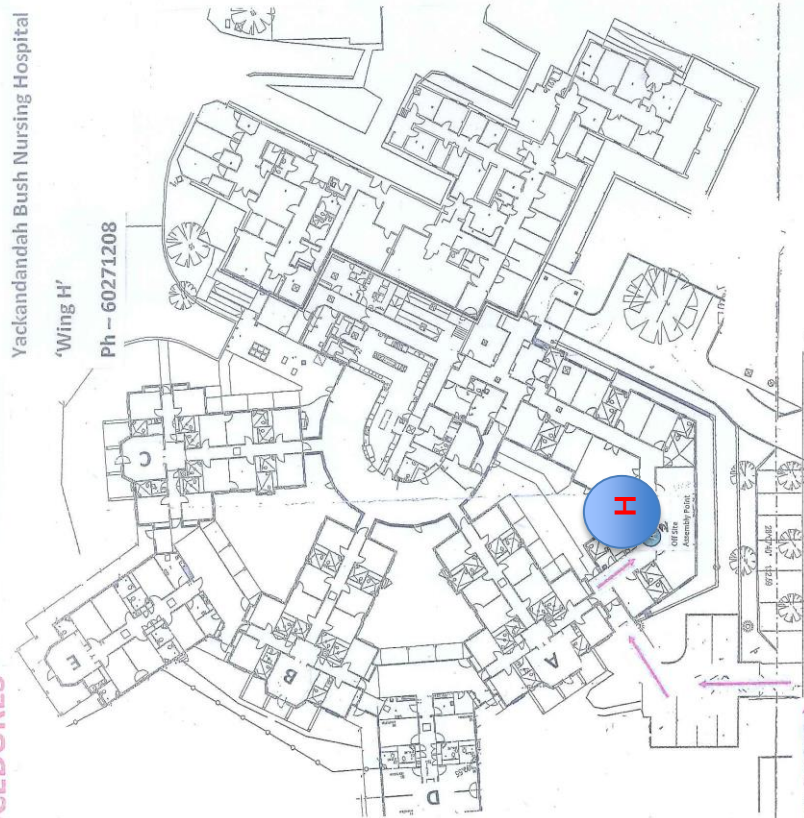
## EMERGENCY PROCEDURES

### EVACUATION

ON HEARING THE ALERT WHISTLE....

1. Gather and evacuate all children from the immediate danger area.
2. Close the doors if safe to do so
3. If safe to do so, retrieve sign in book with family emergency contacts, emergency management plan and emergency kit, including mobile phone.
4. Move children toward emergency exit. All effort must be made to keep the children together.
5. Ensure all rooms are checked and free of children.
6. Proceed to designated emergency assembly area.
7. Telephone emergency services dialling 000
8. Telephone primary school principal to activate emergency plan.
9. Account for all children, staff and volunteers.
10. Children and adults are to remain at the Assembly Area until clearance to return to building has been given by relevant authority or until parent/guardian arrives to collect their child.

#### Kindergarten Floor Plan



## EMERGENCY NUMBERS

POLICE	000	YACKANDANDAH PRIMARY	0260271431
FIRE	000	CENTRAL MEDICAL GROUP	0260271404
AMBULANCE	000	YACKANDANDAH MEDICAL CENTRE	0260271789
EMERGENCY MOBILE	112	YACKANDANDAH BUSH NURSING HOSPITAL	0260271208
SES	132500	WODONGA HOSPITAL	0260517111

## Isaacs Avenue

DEPARTMENT OF HUMAN SERVICES	0260557777
DECD REGIONAL OFFICE	0357612100
DECD EMERGENCY CONTACT (Lauren Richardson)	0357625039
DECD EMERGENCY MANAGEMENT	0395896266

## Assembly Areas

### In-vacuation –

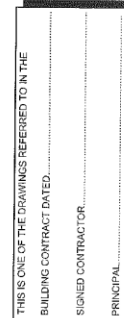
Remain in Kindergarten Main Building

Evacuation Area One –

Kindergarten Car Park

Evacuation Area Two –


Yackandandah Hospital Area 'H'



DATE	OCT.13	DRAWING No. <b>A04</b>
DRAWN	AM	
PLOT DATE	13.Mar.2014	
SCALE	1:100@A3	REVISION No. D
CAD FILE	0413plan new.dwg	

## Steps for Evacuation

### *Assembly Point*


- Car park – outside gate.
- Offsite – If staff have to evacuate the whole kindergarten site, they will take the students to the Yackandandah Hospital Area H. 
- Staff have a set procedure that they must follow in the event of an evacuation.
- If you are present at kinder as a parent helper please observe all instructions given by staff.
- In this instance please directly supervise any child/person that you have brought with you to the kindergarten as a visitor.

### *Procedures Staff Will Follow*

#### EVACUATION ON HEARING THE ALERT WHISTLE....

1. Gather and evacuate all children from the immediate danger area.
2. Close the doors if safe to do so.
3. If safe to do so, retrieve sign in book with family emergency contacts, emergency management plan and emergency kit, including mobile phone.
4. Move children toward emergency exit. All effort must be made to keep the children together.
5. Ensure all rooms are checked and free of children.
6. Proceed to designated emergency assembly area.
7. Telephone emergency services dialling 000.
8. Telephone primary school principal to activate emergency plan.
9. Account for all children, staff and volunteers.
10. Children and adults are to remain at the Assembly Area until clearance to return to building has been given by relevant authority or until parent/guardian arrives to collect their child.

### *Bushfire*

- Evacuate to Yackandandah Hospital Area H. 
- In the event of a bushfire the prime consideration is the safety of children, teachers, staff and parents.
- During such an event considerable confusion and worry may be prevented if the people concerned know the procedures to be adopted. We must insist that all parents and other school community members are aware of these procedures. We will ask parents and staff to familiarise themselves with these procedures and to discuss them with students.



### *Triggers for closure*

- Planned or Pre-emptive closure: Emergency Services declare a Code Red fire danger day and advise that fire safety plans are enacted. In this circumstance, DET will advise the Approved Provider / Licensee that services in the designated areas are to enact their Emergency Management Plans and closure notification processes.
- This includes activating the communication tree and advising local ABC radio to inform all parents, students, staff and others providing services to the school of the proposed closure. Others may include bus operators, suppliers, support agencies, etc.
- Immediate closure: Emergency Services may occupy and control a school site and instruct the Principal/Licensee to close the service immediately in response to an imminent fire threat.
- Continuing closure: DET may require a service remain closed due to: threat of continuing fires unsafe access potential smoke, water contamination or building safety concerns

### *Service Opening*

- Following a bushfire incident services that have been closed can only reopen with the approval of the relevant Regional Director.
- Parents, students and teachers will be advised when the kindergarten will be opened via the media, regional office and the DET website [www.education.vic.gov.au/bushfires](http://www.education.vic.gov.au/bushfires)

### *Remember: During Heightened Fire Danger - Evacuation to the Yackandandah Hospital – Area H*

- Parents/guardians should arrange to collect their children from Yackandandah Hospital – area H
- Educators must maintain an accurate record of students to enable the service to account for missing or extra children
- If parents/guardians need to collect their children prior to the end of the day, they must ensure the child is signed out
- Students must only be released to an authorised person. Staff must cross-check with the student emergency card which records the name of the person(s) authorised to pick up a student

# Why choose Yackandandah Kinder?



Our Teachers and educators are caring and nurturing.



We believe in community and parent involvement, environmental and social awareness and social networking for the families.



Our sense of family first ensures a warm & secure learning place for your children.



Our Learning Programs are constantly changing; thus providing inclusive, imaginative activities and a strong educational/creative learning environment.



Our Centre offers plenty of indoor and outdoor space to explore and play; the shady and fully fenced outdoor play area allows the children to engage safely in discovery, exploration and games.



Our environmental Integration: We aim to develop an appreciation and care for the natural environment, with opportunities to explore relationships with other living things:

- Children and educators plant, grow and care for the vegie and bush tucker gardens, the produce of which is used for regular cooking experiences.
- The children are actively involved in caring for our resident chickens.
- Educators, children and families are actively involved with local sustainability groups in the re-vegetation of our grounds with native and local plants



Every child deserves the best start.

If you have any further questions about our kindergarten, please visit our website at [www.yackandandahkinder.com.au](http://www.yackandandahkinder.com.au) or contact our administration office on 02 6027 1560



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