



# Parent Information Book

## 2020



# OLYMPIC AVENUE KINDERGARTEN

## Welcome to Olympic Avenue Kindergarten

Dear Parents,

We welcome you and your child to Olympic Avenue Kindergarten (**OAK**). We trust that your child will feel happy and secure in our kindergarten environment and enjoy all the wonderful opportunities we provide to grow and develop. We hope that you too will enjoy a fulfilling association with the kindergarten and we invite you to participate in the many activities which are open to parents.

This handbook has been prepared to provide the information needed for your understanding of the kindergarten and your participation. OAK is a community operated kindergarten, welcoming and encouraging the involvement of families. A Committee of Management, made up of parents, works with the teachers to ensure that the kinder operates smoothly and effectively.

If you have any questions, or require further information, please don't hesitate to talk to your child's Educator or a Committee Member.

We look forward to your family joining us at OAK in 2020.

### **OAK Staff and Committee**

## Our Philosophy

OAK acknowledges the Wurundjeri, Boon Wurrung and Bunurong people of the Kulin Nation, the Traditional Owners of the land on which we come together to learn through play. We pay our respects to their Elders, past and present. We respect and celebrate our indigenous heritage.

OAK is committed to providing a child safe environment where children are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

OAK provides a nurturing, secure and stimulating play-based program that is guided by the Victorian Early Years Learning and Development Framework (2016), the Early Years Learning Framework (2009) and the National Quality Framework (2018).

We believe:

- In the importance for children to develop a sense of belonging.
- That children are individuals and should be valued for their individuality.
- That children achieve better outcomes when we have high expectations of them.
- In equity and diversity, in that all children deserve to access and participate in all parts of the kindergarten program with other children.
- That every child has the right to learn and develop.
- That all children, families, educators and the Committee have the right to be respected. We promote acceptance and respect for each other's different skills, abilities and cultures.
- That families are respected as their child's first teachers. We value shared decision making and active participation and welcome family involvement.
- In the importance of children making connections with the natural environment and we promote sustainability as part of our everyday practice.



## Statement of Principles

The Staff and Committee of Management of Olympic Avenue Kindergarten are committed to upholding the following principles in their work with children, their families and the community.

### Children

1. Children and their families' culture (family background, community and ethnicity) are respected.
2. Diversity is embraced, and individual interests, abilities and cultures inform program planning for individual children and the group.
3. Children's optimal development is achieved when educators establish a warm, respectful and caring relationship with them.
4. All children have their own special skills, interests and abilities, and are supported to achieve success.
5. Educators have high expectations of children, and utilise best practice to ensure that children reach their potential.
6. Best outcomes for children are achieved when educators engage in reflective practice, and are supported to further their own skills and knowledge.

### Families

1. The family is acknowledged as their child's primary educator, and educators work in collaboration to achieve the best developmental outcomes for each child.
2. Families and educators engage in collective decision making to support each child's learning and development.
3. All families have their own skills and interests and are welcomed and encouraged to share these within the program.

### Community

1. The kindergarten is an active member of the local community, whereby links are established and maintained with other community organisations for the benefit of children and families.
2. Collaborative practice is promoted amongst staff, community organisations and specialist services to support children's learning and development.
3. Transitions between services and/or to school are acknowledged as pivotal in a child's life, and planned for within a collaborative partnership between families and educators.





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## Our Teachers



**KATHRYN MCINNES – EARLY CHILDHOOD EDUCATOR**

**Nominated Supervisor and Red Group Educator**

Kathryn joined OAK at the beginning of 2012. She has a Diploma of Teaching (Early Childhood) and has been working in the education system for many years.

Kathryn believes in providing a play based curriculum, where children are encouraged to follow their own interests, to be creative, imaginative and to be challenged. She believes that kindergarten is a place for children, parents and educators to work together to provide the best possible experience for children.

Kathryn is married, has two daughters and enjoys spending time in the country.

**ELISABETH MRENA – EARLY CHILDHOOD CO EDUCATOR**

**Red Group Co-Educator and Extended Care Co-Educator**

Elisabeth (known as Liz) joined OAK in 2013. Liz has a Diploma in Children's Services. She is married and has an adult son. In her spare time, she enjoys spending time with family and friends.

Liz believes children learn best in a nurturing, safe environment where they are allowed to learn through play at their own pace and loves the honesty, energy and enthusiasm of pre-schoolers. She is proud to be involved with such a genuine and warm community of staff, children and families.



**MARY-ELLEN L'HUILLIER – EARLY CHILDHOOD EDUCATOR**

**Purple Group Educator**

Mary-ellen joined OAK in 2017 after doing some relief teaching during 2016. She has a Diploma of Early Childhood Teaching and aims to provide a play based learning environment where each individual child is encouraged and supported in all areas of their learning.

Mary-ellen loves planning and implementing a fun and stimulating program that supports all the children in the group and ensures that each child is given the opportunities required to reach their individual potential.

She has four teenage children and enjoys reading, walking, swimming, tennis and catching up with family and friends. She loves going camping and has traveled to many beautiful places within Australia.

**CYNTHIA RICHARDS – EARLY CHILDHOOD CO EDUCATOR**

**Purple Group Co-Educator**

Cynthia has been working in early childhood education for over 7 years and joined OAK in 2013. She has completed her Diploma in Early Childhood Education and is studying towards her Bachelor of Early Childhood Education. She loves being part of the OAK team, enjoying the wealth of knowledge shared between all of the teachers. She is passionate about developing great relationships with the children and believes from there on everything is made easier in helping them along their learning journey.

Cynthia is married with two children aged 14 and 12 and she first became involved in early childhood education after her youngest child finished kindergarten.





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## NICOLE TAYLOR - EARLY CHILDHOOD EDUCATOR

### Blue Group and Yellow Group Educator

OAK welcomed Nicole in 2019 as the Blue Group Educator and in 2020 she will also take on the role of Yellow Group Educator. Nicole has a Bachelor of Education (Early Childhood) and has many years' experience in Early Childhood. She aims to create an atmosphere that is stimulating, encouraging, nurturing, and natural whilst always catering to each child's individual needs. Nicole believes children learn through play therefore it is of upmost importance that the environment provided facilitates development of creativity, exploration and imagination. Nicole believes each child should be valued and celebrated for their uniqueness.

Nicole is married with two children aged 7 & 10 years. Nicole loves spending time with her family, going to the beach, the gym and travelling.



## SHELLY BLOOMFIELD – EARLY CHILDHOOD CO EDUCATOR

### Blue Group Co-Educator

Shelley has a Certificate III in Early Childhood Education. She joined OAK as a co-educator in 2016 but was part of the OAK community prior to that while her son attended 3 and 4 year old kinder.

Shelley is excited to be a part of children's early learning journey by helping young minds grow and believes that children have the right to be accepted into a caring environment in which they can learn, grow and develop self-confidence. Shelley loves the strong sense of community at OAK and getting to know all the children and their families.

## DEBBIE CORIN - EARLY CHILDHOOD EDUCATOR

### Orange Group Educator

Debbie joined OAK in 2019 as the Orange Group Educator. After practising as a dietician for 20 years, Debbie decided to make a career change and completed her Masters in Teaching at Monash University.

Debbie's intention is to create a positive and nurturing learning environment where children are able to explore and develop social and emotional skills. She believes children's learning and development is enhanced by fostering collaborative relationships with families.

Debbie lives locally with her husband and two girls, aged 7 and 9 years.





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## VANESSA FITZMAURICE - EARLY CHILDHOOD CO EDUCATOR **Orange and Yellow Group Co-Educator and Extended Care Leader**

Vanessa recently completed her Diploma of Early Childhood Education and Care, which included a placement at OAK. She loved the kinder so much she kept coming back as a volunteer and we are so glad she is now part of the OAK team. Vanessa's educational philosophy is inspired by the Reggio Emilia approach to education that recognises children as capable, resilient instigators of their own learning. She is also influenced by the Nature Pedagogy, whereby children learn through play with natural materials and in nature outdoors.

Vanessa likes to spend a lot of her own time outside in nature exploring new areas with her dog Ivy. You may see Vanessa in the neighbourhood walking her dog at the local parks and beaches.

## DENISE BATCHELOR – EARLY CHILDHOOD EDUCATOR

### **Educational Leader**

Denise has been part of the OAK community since 2010 as a parent, committee member and President in 2011. She has a Diploma of Teaching (Early Childhood) and a Postgraduate Diploma in Educational Studies (Early Intervention). She taught in kindergartens for many years before working in Early Childhood Intervention as a Specialist Teacher for six years.

Denise is passionate about the inclusion of all children into the community early childhood programs. She places an emphasis on social play as the basis for learning and for the development of children's confidence. As Educational Leader Denise believes that a happy and supported staffing group leads to the best outcomes for children and families.







## An Introduction to Our Curriculum

“Learning is an active process that must involve children’s engagement. Play is essential for its ability to stimulate and integrate a wide range of children’s intellectual, physical, social and creative abilities.” (VEYLDF 2016)

We are now following the Victorian Early Years Learning and Development Framework (VEYLDF) 2016 and the National Quality Framework 2012. This curriculum links up to Primary Schools and is relevant for children from birth to eight years. The framework helps educators work towards five outcomes for all children in their class:

- Identity: building a strong sense of ‘self’ within the family and then other adults eg. Educators.
- Community: giving opportunities and support to help children connect and participate with others.
- Wellbeing: recognising that in early childhood the foundations for social and emotional wellbeing are being laid.
- Learning: encouraging and supporting children to be curious and enthusiastic participants in learning which helps to develop positive dispositions for lifelong learning.
- Communication: giving opportunities and support to assist children in developing communication skills, express their feelings and thoughts and to be understood. Recognition that most children are innately social, creative and motivated to exchange ideas, thoughts, questions and feelings. (VEYLDF 2016).

Our early years planning cycle is about ‘Belonging, Being and Becoming’. Our curriculum encompasses all the interactions, experiences, routines and events, planned and unplanned, that occur in an environment designed to foster children’s learning and development.

Our program recognises that children learn through play.

Children need sensory materials to explore through their senses. They require fine motor materials to draw, paste, paint and create with. Children develop gross motor skills and coordination when they roll, run, balance, play ball games, climb and dance. They need construction materials to build with, problem solve and develop motor skills.

Children need to be immersed in language and literacy experiences that will develop their communication skills, extend their vocabulary and begin to expose them to reading skills. Children need open ended props to develop imaginative games where plans are made, stories are created and interactions with other children are enhanced.



Playing with other children allows them opportunities to ‘cooperate with others and negotiate roles and relationships’, ‘reach out for company and friendship’, ‘respect different ways of being and doing’ and ‘explore ideas and concepts, clarify and challenge thinking.’ (VEYLDF 2016).

In order to understand their place in the world children need opportunities to act out what they see, take on family roles in play and sort out their understanding about fact and fantasy.

Children need time to practice literacy and numeracy. For example, they may pick up five pebbles (a play opportunity arises), count them (math), pretend the pebbles are mice in a story (language and literacy) and then share the pebbles amongst five children (social development and math).



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Children experiment with different technologies when they research information, select games, develop keyboard skills, create pictures, write stories and work cooperatively with friends to achieve these skills.

Children also require open ended opportunities to develop their cognitive skills, problem solve, make predictions and recall previous outcomes to help develop new ways of doing things:

- 'These cards don't match because they have different colours and different shapes.' (visual skills of sorting and classifying)
- 'Please move this swing to the other side so I have more space to do my trick and I won't bump my head.' (spatial awareness)
- 'Would you like to fill or half fill the bucket with hose water?' (Math concept, volume)
- 'I will have a turn on the jumping board when you've finished your turn.' (self-regulatory behaviour, social skills)



An important part of the program is encouraging sustainability of our natural environment. The children put fruit scraps in the worm farm and compost. They care for their garden by planting bulbs and seedlings and water the plants with tank water. They use our recycle bins for paper waste etc.

Our curriculum encourages staff to listen to the children's voices, build on the children's interests and help them to extend their goals in play. Staff recognise the importance of the family's contribution to the program and invite family members to share information about their children that will assist in planning for them. Our program is enhanced when parents visit and share skills such as reading to the children in other languages, cooking, teaching craft, playing a musical instrument, dancing and involving themselves in the children's play.

The educators have the role of making opportunities for intentional teaching and assessing the children's learning by 'planning, documenting and evaluating children's learning.' (VEYLDF 2016)

We discuss the children's progress with their parents and plan ways together where their child can be supported further if necessary.

The educators write a reflective program, supported by photos, which is regularly communicated to families via the Educa app and also displayed in the foyer. Parents are welcome to discuss the program at any time and add their comments. We review and evaluate the program daily.

We are looking forward to sharing your child's kindergarten journey with you!





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## OAK Care

OAK Care is OAK's Extended Care program and was new to the kinder in 2019 year. Having received fantastic feedback from both parents and children, we're excited to be offering it again in 2020. The program runs on Tuesdays and Thursdays from 2.00pm to 4:30pm in our Pennydale Room and is available to children enrolled in Blue Group and Red Group (4 year old groups).

OAK Care is not a drop-in program and enrolment in the program is for the entire term.

## 2020 Session Times

Group	Total Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Blue (4yo)	16.5		8.30am – 2.00pm	8.30am – 2.00pm	8.30am – 2.00pm	
Purple (4yo)	15			8.30am - 4.00pm		8.30am – 4.00pm
Red (4yo)	16.5	8.30am – 2.00pm	8.30am – 2.00pm		8.30am – 2.00pm	
Orange (3yo)	7	1.45pm – 4.15pm				9.15am – 1.45pm
Yellow (3yo)	4.5	8.30am – 1.00pm				
OAK Care			2.00pm – 4.30pm		2.00pm- 4.30pm	





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## 2020 Term Dates

Day	Date	Event
Wednesday	29 January 2020	<b>Term one start date</b> Parent Interviews – Blue Group Parent Interviews - Purple Group
Thursday	30 January 2020	Parent Interviews – Red Group <b>First Session – Blue Group</b> (children will only attend a half session on this day, either 8.30am – 10.45am or 11.45am – 2.00pm)
Friday	31 January 2020	Parent Interviews – Orange Group Parent Interviews - Yellow Group <b>First Session – Purple Group</b> (children will only attend a half session on this day, either 8.30am – 11.45am or 12.45pm – 4.00pm)
Monday	3 February 2020	<b>First Session – Yellow Group</b> (children will only attend a half session on this day, either 8.30am – 10.30am or 11.00am – 1.00pm) <b>First Session – Orange Group</b> (children will only attend a half session on this day, either 1.45pm – 2.45pm or 3.15pm – 4.15pm) <b>First Session – Red Group</b> (children will only attend a half session on this day, either 8.30am – 10.45am or 11.45am – 2.00pm)
Tuesday	4 February 2020	Full sessions commence – Red Group Full sessions commence - Blue Group <b>Extended Care commences</b>
Wednesday	5 February 2020	Full sessions commence – Purple Group
Friday	7 February 2020	Half session – Orange Group (children will only attend a half session on this day, either 9.15am – 11.15am or 11.45am – 1.45pm)
Monday	10 February 2020	Full sessions commence – Yellow Group Full sessions commence – Orange Groups
Monday	9 March 2020	Labour Day Public Holiday



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<b>Friday</b>	<b>27 March 2020</b>	<b>Last Day Term 1</b> (Easter public holidays are during the term break)
<b>Tuesday</b>	<b>14 April 2020</b>	<b>First Day Term 2</b>
Monday	8 June 2020	Queen's Birthday - Public Holiday
<b>Friday</b>	<b>26 June 2020</b>	<b>Last Day of Term 2</b>
<b>Monday</b>	<b>13 July 2020</b>	<b>First Day Term 3</b>
<b>Friday</b>	<b>18 September 2020</b>	<b>Last Day of Term 3</b>
<b>Monday</b>	<b>5 October 2020</b>	<b>First Day Term 4</b>
Tuesday	3 November 2020	Melbourne Cup Public Holiday
<b>Monday</b>	<b>14 December 2020</b>	<b>Last Day of Kinder - Yellow Group</b> <b>Last Day of Kinder – Orange Group</b>
<b>Tuesday</b>	<b>15 December 2020</b>	<b>Last Day of Kinder – Red Group</b>
<b>Wednesday</b>	<b>16 December 2020</b>	<b>Last Day of Kinder – Blue Group</b> <b>Last Day of Kinder – Purple Group</b>

Please note there are NO Sessions on Public Holidays and replacement days are not offered.

Public Holidays during kinder terms in 2020: Labour Day, Queen's Birthday, Melbourne Cup Day.





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## What to bring to kindergarten

### Kindergarten bag

Each child must bring along a kindergarten bag suitable for storing belongings and to carry home art work. Please keep a complete change of clothes in your child's bag, including underwear, shorts and t-shirt etc. Please ensure all your child's belongings are clearly marked with his/her name.

### Fruit snack and lunch

A fruit snack and water bottle are to be brought to every session. Please ensure all containers are clearly labelled with your child's name. We promote healthy eating choices. Please do not bring treats including lollies or sweet biscuits etc.

Olympic Avenue Kindergarten aims to be allergy aware. Children are not permitted to share food at snack time. There are children every year at the kindergarten who have life threatening allergies to nuts and other foods. Consequently, no food items containing nuts should be brought to the kindergarten. This includes peanut butter and Nutella. No food containing nuts should be sent to the kindergarten even if it is to be consumed after the kindergarten session for example at the park or by siblings whilst on duty.

If children enrolled at the kindergarten have an allergy to eggs or wheat, we will request no egg cartons or cereal boxes be brought to the kindergarten.

Whilst the children are given times to eat their snack, it is expected that every child has had a substantial breakfast prior to arriving at kinder.

**Yellow Group:** Children are required to bring a morning snack and lunch.

**Orange Group:** On Monday sessions children are required to bring an afternoon snack. On Friday sessions children are required to bring a morning snack and lunch.

**Blue Group:** Children are required to bring a morning snack and lunch. Children attending extended care are also required to bring an afternoon snack.

**Red Group:** Children are required to bring a morning snack and lunch. Children attending extended care are also required to bring an afternoon snack.

**Purple Group:** Children are required to bring a morning snack, lunch and an afternoon snack.

### Clothing

It is important to dress your child in comfortable, sensible clothing that allows them to run, climb and take part in messy play. While we provide smocks for messy activities, children still often manage to get dirty. Strong shoes or sandals that fasten or tie to provide secure motor control are recommended. Thongs or Crocs are not the best shoes for climbing or footy but are great for sandpit or digging patch, so please make the right choice for your child on the given day.

### Sun Protection

All three year old families and any new four year old families will be provided with a sun hat at the parent interviews at the start of Term 1. This hat should be clearly labelled with your child's name. Sun hats must be worn by the children from September through until the end of April. Sun hats should provide shade to the face, back of the neck and ears, i.e. a broad brimmed, legionnaire or bucket hat. If your child does not bring their suitable sun hat and there are insufficient spare hats available, then there is a 'no hat, no outside play' policy.



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It is also the responsibility of the parent/guardian to ensure that an SPF30+ broad-spectrum water-resistant sunscreen is applied prior to the kindergarten session. Sunscreen will be reapplied once during each session. For children who are attending Purple Group and Extended Care, sunscreen will be reapplied twice during each session due to the longer hours of this group. If your child has a need for a specific sunscreen due to allergies, please ensure that it is included in your child's kindergarten bag. We also ask that children wear sun-protective clothing to minimise sun exposure to skin.

## WHAT TO BRING CHECKLIST

- ☐ Kindergarten Bag - large
- ☐ Full change of clothes
- ☐ Sun hat from September through to the end of April
- ☐ Healthy snack, lunch and water bottle
- ☐ Coat and warm hat in Winter





## Policies

A copy of Olympic Avenue Kindergarten's policies are available in the foyer of the kindergarten and on our website <http://www.olympicavenuekinder.com.au>. We draw your attention to the following policies:

## Privacy

Olympic Avenue Kindergarten has developed a Privacy and Confidentiality Policy that illustrates how we collect, use, disclose, manage and transfer personal information, including health information.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

## Purpose for which information is collected

The reasons for which we generally collect personal information are as follows:

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parents/guardians	<ul style="list-style-type: none"><li>• To enable us to provide for the education and care of the child attending the service</li><li>• To manage and administer the service as required</li></ul>
The Approved Provider if an individual, or members of the Committee of Management/ Board if the Approved Provider is an organisation	<ul style="list-style-type: none"><li>• For the management of the service</li><li>• To comply with relevant legislation requirements</li></ul>
Job applicants, employees, contractors, volunteers and students	<ul style="list-style-type: none"><li>• To assess and (if necessary) to engage employees, contractors, volunteers or students</li><li>• To administer the individual's employment, contracts or placement of students and volunteers</li></ul>

Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

## Disclosure of personal information, including health information

Some personal information, including health information, held about an individual may be disclosed to:





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- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment
- insurance providers, in relation to specific claims or for obtaining cover
- law enforcement agencies
- health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- anyone to whom the individual authorises us to disclose information.

## Laws that require us to collect specific information

The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*, *Associations Incorporation Act 1981* and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child's enrolment at the service
- a person's employment with the service
- the ability to function as an incorporated association.

## Access to information

Individuals about whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our Privacy and Confidentiality Policy, which is available on request.

For information on the Privacy and Confidentiality Policy, please refer to our website or the Policy manual located in the Kindergarten Foyer.

## Delivery and Collection of Children

The Department of Education and Training (DET) regulations require parents to sign an attendance book for each session their child attends the kindergarten. The time of your child's arrival and departure from the session is recorded, and the name(s) of the person(s) who will be delivering and collecting your child from kindergarten. This is a safety precaution.

The Attendance Book is located in the entry foyer. Parents are asked to wait in this area until the playroom door is opened at the beginning and end of the kindergarten sessions. Children must not be left at kindergarten outside the stated hours of attendance. No responsibility will be taken for children left early as staff are busy preparing equipment and cannot supervise. A fee for late pick up may be applicable.

Children must be signed in and out and accompanied by a responsible adult that is authorised to collect your child, before and after the session. Ensure that all those authorised to collect your child from kindergarten, such as friends and carers, are listed on your child's enrolment form. If your child is being picked up by someone not authorised by you on the enrolment form e.g. a play date, please use a "Casual Collection" permission form (see your child's teacher). The authorised person may need to provide photo identification eg. drivers license. Staff can refuse to release your child unless they have written authority.

It is important you are familiar with our Delivery and Collection of Children Policy; please refer to our website or the Policy manual located in the Kindergarten Foyer.



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## Code Of Conduct

This policy provides guidelines to:

- establish a standard of behavior for the Approved Provider, Nominated Supervisor, educators, staff and parents at Olympic Avenue Kindergarten Inc. that reflects the philosophy, beliefs, objectives and values of the service
- promote desirable and appropriate behavior
- ensure that all staff and parent interaction at the service with both children and adults is respectful, honest, courteous, sensitive, tactful and considerate

Every family and teacher at Olympic Avenue Kinder is required to read the Code of Conduct Policy and sign an acknowledgement form confirming that they agree to abide by the principles, practices and consequences set out with in the policy.

## Fee Information

Fees are determined each year by the Committee of Management based on enrolment numbers and in direct proportion to the cost of running the kindergarten program. OAK is an Incorporated Association which is not for profit. Please note that 4 year old kindergarten is partially funded by the government for all eligible children, but there is no government funding for 3 year old kindergarten.

Some families may also be eligible for the kindergarten fee subsidy, which provides card holders with access to 15 hours per week of kindergarten at no cost. The government subsidy is only payable for 4 year old kindergarten, for families that meet the following criteria:

- The child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
- The child individually holds, or has a parent or guardian who holds one of the following:
  - Commonwealth Health Care Card
  - Commonwealth Pensioner Concession Card
  - Department of Veterans' Affairs Gold or White Card
  - Temporary Protection/Humanitarian Visa 447, 451, 785 or a Resolution of Status (RoS) visa, Class CD, subclass 851
  - Refugee/Special Humanitarian Visa 200 – 217
  - Asylum Seeker Bridging Visa A-F
  - The child is identified on their birth certificate as being a triplet or quadruplet.

You must provide your card to kindergarten staff or committee. If the card expires during the year, we will need to be provided with a new card in order to keep receiving the fee subsidy.





## 2020 Kindergarten Fees

Group	Yellow (3yo) 4.5 hours	Orange (3yo) 7 hours	Purple (4yo) 15 hours	Red & Blue (4yo) 16.5 hours
Fees Per Term	\$385	\$515	\$565	\$620
Fees Per Year	\$1,540	\$2,060	\$2,260	\$2,480
Enrolment Fee (paid on enrolment)	\$100	\$100	\$100	\$100
Late Payment Fee (if fees are paid past due date)	\$10 p/week	\$10 p/week	\$10 p/week	\$10 p/week
Parent Participation Levy	\$100 per year (refunded once you have fulfilled the Parent Participation requirements)			

## 2020 OAK Care Fees

	Tuesday Session	Thursday Session	Both Sessions	Hours per Session
Fees Per Term - Red & Blue Groups (4yo)	\$225	\$225	\$450	2.5
Enrolment Fee (paid on enrolment)	\$100	\$100	\$100	
Late Payment Fee (if fees are paid past due date)	\$10 p/week	\$10 p/week	\$10 p/week	

## Parent Participation Levy

The Parent Participation Levy (PPL) for 2020 is \$100 and will be added to your first term fees. The purpose of the PPL is to encourage all families to participate in the operation of the kinder, and **as such will be refunded to you at the end of the year following your participation in two of the following activities:**

1. Attendance at a Working Bee for at least 2 hours. Working Bees are held each term on a Saturday or Sunday morning between 10am and 1pm (check times). The purpose of the Working Bee is to tend to general maintenance and upkeep of the kinder.
2. Volunteering for the annual Bunnings sausage sizzle. Each year the kinder holds a sausage sizzle at a local Bunnings store to raise funds for the kinder. Volunteers are required to cook and sell the sausages. Around 16 volunteers are required and each volunteer is asked to attend for 2 hours.
3. Volunteering for the OAK Open Day. Each year the kinder holds an Open Day in conjunction with other Bayside City Council kindergartens. Parent volunteers are asked to attend the Open Day to welcome potential new families and show them around the kinder. Each volunteer is asked to attend for 2 hours.
4. Assisting with social and fundraising activities events. Every year the kinder has a major fundraising night and various other events. Assistance maybe required to help set up for the events and to clean up afterwards. This will be subject to committee approval.
5. The Committee of Management may also determine other activities or individual contributions that trigger a PPL refund.





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Rosters for the above events will be posted throughout the year. You will be asked to indicate which activity your family will participate in. Once you have completed 2 activities, your entitlement to the rebate will be recorded and you will be refunded accordingly.

We strongly encourage all families to contribute to OAK activities. As a community run kinder, OAK relies heavily on the assistance of parent volunteers and without parent volunteers, we don't have a kinder.



## Fee Payment Methods

Fees are due in advance. An invoice detailing your fees and the due date will be emailed. Our preferred payment method is direct deposit.

Fee due dates are as follows:

Term 1 fees are payable at or before the Annual General Meeting held on 26 November 2019.

Term 2 fees are due on 3 April 2020.

Term 3 fees are due on 26 June 2020.

Term 4 fees are due on 18 September 2020.

EFT/internet transfer: details are as follows:

**Bendigo Bank BSB: 633000**

**Account number: 149601940**

**Account name: Olympic Avenue Kindergarten**

**Reference: Child's Surname & group**

Please remember to enter your child's surname & group in the reference code when paying by internet banking, these details will then appear on the kindergarten's statement.



# OLYMPIC AVENUE KINDERGARTEN

## Information for parents about kindergarten

### Contact Details

Address/Postal: 28 Olympic Avenue Cheltenham VIC 3189

Phone numbers: Office: (03) 9583 6166

Pennydale Room mobile - Red & Purple Groups: 0491 721 538

Rainbow Room mobile - Blue, Orange & Yellow Groups: 0491 744 316

Extended Care mobile: 0491 721 538

Each room has a mobile phone to enable families to contact the rooms directly, rather than calling the main office, to let teachers know if your child will be absent etc. The phones also enable teachers to call parents directly from the room should a sick child need to be collected, or in the event of an emergency.

Parents of children attending Extended Care should call the Pennydale Room mobile if they are running late, or if they need to contact educators during Extended Care sessions.

Email: General: [olympic.ave.kin@kindergarten.vic.gov.au](mailto:olympic.ave.kin@kindergarten.vic.gov.au)

Fees: [officeolympicave@gmail.com](mailto:officeolympicave@gmail.com)

Committee: [olympic.ave.committee@kindergarten.vic.gov.au](mailto:olympic.ave.committee@kindergarten.vic.gov.au)

Group Emails:

Please use the following email addresses should you need to contact your child's educators:

Orange Group: [orangegroupoak@gmail.com](mailto:orangegroupoak@gmail.com)

Yellow Group: [yellowgroupoak@gmail.com](mailto:yellowgroupoak@gmail.com)

Red Group: [redgroupoak@gmail.com](mailto:redgroupoak@gmail.com)

Blue Group: [bluegroupoak@gmail.com](mailto:bluegroupoak@gmail.com)

Purple Group: [purplegroupoak@gmail.com](mailto:purplegroupoak@gmail.com)

Extended Care: [oakextcare@gmail.com](mailto:oakextcare@gmail.com)

Website: [www.olympicavenuekinder.com.au](http://www.olympicavenuekinder.com.au)



# OLYMPIC AVENUE KINDERGARTEN

## Staggered Intake

### 3 Year Old Groups

In the first week of Term One, the children in the 3 year old groups will attend kindergarten for half the time in smaller groups. During this shorter session educators will have the opportunity to spend time with and observe children in small groups and begin to write up observations for further individual planning.

The children settle into kindergarten much more quickly when offered this gentle introduction to the program as it allows them to build relationships with staff and other children, thereby helping them establish a sense of belonging.

The children will then be together full time by the second session (Yellow Group) and third session (Orange Group).

### 4 Year Old Groups

Children will attend for half the session in smaller groups on the first day of term.

The children settle into kindergarten much more quickly with a gentle introduction to the program as it allows them to build relationships with staff and other children. We aim to offer a collaborative approach to the first session, thereby helping children, parents and staff establish a sense of belonging.

If there are any changes to this process, your Teacher will discuss this with you at your interview. Decisions may be made accordingly to the prior experience of the children.

## Kindergarten Duty

You will be asked to volunteer throughout the term to come in to the kindergarten during your child's session to help with our activities. Your help will be greatly appreciated and your child will enjoy sharing their kinder day with you!

Typical things you may be asked to

- Assist the children with activities and fruit time
- Read stories
- Help with general cleaning/sweeping
- Pack up with the children

We ask that you keep watch over your visiting toddlers, particularly on the climbing equipment.

## Working with Children Check

All volunteers assisting with the kindergarten program (including kindergarten duty) will be required to provide a Working with Children Check (WWC check) prior to participating in any volunteer activities at the kindergarten. WWC checks are free for volunteers and can be obtained online at: <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>



## Illness

Please keep your child at home if he/she is not feeling well or shows any signs of infectious illness. Ring and inform the staff of the reason for your child's absence. If your child becomes unwell whilst at kindergarten, we will make all attempts to make your child comfortable and you will be notified immediately. In regard to infectious and communicable diseases, a table is on display on the Foyer Notice Board listing the current minimum periods of exclusion from Children's Services Centres.

## Immunisation

The Victorian Government introduced "No Jab No Play" legislation into Parliament. This law came into effect on 1st January 2016. From 1st January 2016 onwards, parents/carers seeking to finalise enrolment for their child in kindergarten must provide us with an immunisation status certificate that shows their child is up to date with vaccinations for their age.

Immunisation History Statements can be requested at any time by contacting Medicare on 1800 653 809, and must be supplied in order for enrolment to be confirmed.

## Birthdays

In order to promote healthy eating habits and in recognition of the increasing number of food allergies experienced by children, we ask that you refrain from bringing any treats (or trinkets) to distribute to the children. We will acknowledge and celebrate your child's birthday with activities such as singing and blowing out candles during the kindergarten session.

## Communication with families via the Educa app

Throughout the year educators and the committee regularly communicate with families via an app called Educa. Communications will relate to educational programs and upcoming events at the kinder. You will receive an invitation to join early 2020.

We strongly encourage you to sign up to the app as the majority of communications are via this app. From 2020 parents will not be sent OAK notices and group communications via email as all communications will be sent via Educa. You will still receive individual notices relating to your child (eg fee invoices) via email. Educators also use this app to provide regular reports and photos to families on activities undertaken during sessions.

Educa is a child-centric communication app that enables us to better connect with you on your child's learning and keep you updated on events occurring at the kindergarten. Educa is an encrypted, password protected site monitored by online security specialists. OAK's information is private and will never be shared with third parties.

Hard copy notices may also occasionally be placed in your child's individual pocket in the entrance foyer. It is your responsibility to check your child's pocket on a regular basis. Other news, duty rosters, community notices and items of interest will be displayed for you on the Parents' Notice Board.

## Communication Box

A Communication Box is located in the entrance foyer for any contributions, ideas or comments you would like to make in regard to any aspect of the kindergarten. Please include your name with your comments as they may need to be further discussed with you as to appropriateness of the idea or to clarify why things are organised a certain way.

The Communication Box is also used for returning any forms that you are required to fill in such as, incursion and excursion forms and monies, policy acknowledgement forms and any other notices throughout the year.





## Waste Materials

Please don't throw anything away before asking whether the kindergarten could use it. We have many uses for old bits and pieces.

Here is an Alphabet of Waste:

- A Alfoil rolls and containers, acorns
- B Beads, buttons, braids, boxes, bottles (plastic), bottle tops, bark, brown paper
- C Cotton wool, confetti, cardboard, cotton reels, corks, cellophane, cards, clay, computer, candles
- D Doilies, dried flowers, dress-ups
- E Envelopes
- F Flowers, fabric, felt, fluff, feathers
- G Glitter
- H Hoops
- I Interesting waste, icy pole sticks, ice-cream containers (washed)
- J Jewellery (old or broken beads etc)
- K Knitting
- L Linen, leaves, lace
- M Milk cartons (washed), magazines, margarine containers, matchsticks (without heads), material
- N Newspapers, net
- O Oval and oblong shapes
- P Plastic bottles, paper (A4 size, coloured and plain), pipe cleaners, paper bags
- Q Quilting
- R Rope, reels, ribbons
- S String, silver paper, squares, straws, sponges
- T Toothpaste boxes, tops (deodorant, textas etc), towelling
- U Upholstery materials
- V Velvet, vases
- W Water play equipment, wool, and wrapping paper
- X X-ray film
- Y Yoghurt containers (washed)
- Z Zoo animals



## Kindergarten Committee of Management

Olympic Avenue Kindergarten (OAK) is a community run kinder which means it is run by a Committee of volunteer parents who are elected each year. OAK is an Incorporated Association governed by a Constitution.

The Committee oversees the teaching staff, the budget, and compliance with rules and regulations. Of course, a lot of the work is done by the teachers, our Educational Leader and our Compliance Officer, but the Committee is crucial and without a Committee, we don't have a kinder.

Joining the Committee means you get to know the parents and teachers much better, learn some new skills, build your resume, and get a feeling of achievement and contribution to the community. Together the work of individual Committee members, supported by the larger kindergarten community, ensures that the kindergarten remains operational and delivers a high quality service.

The various Committee roles are listed below. Most roles have specific responsibilities, but in practice, the Committee is a team which works together on projects to improve the kinder, rather than a group of people working in isolation. Meetings are held monthly.

Please contact [officeolympicave@gmail.com](mailto:officeolympicave@gmail.com) or speak to one of our current committee members at the AGM if you are interested in joining the OAK Committee or participating in some way.

## Position Descriptions

### President

The President looks after the running of the kindergarten, chairs monthly meetings and AGM, attends Bayside Council Meetings as pertaining to Early Year's Education, and oversees day to day issues. The President is also the primary contact between the Committee and parents in relation to any issues relating to the running of the kinder. Ideally this person should bring management and organisation skills, good communication and time management skills to the position. This role is part of the Executive Committee.

### Vice President

The Vice President is the primary contact between staff and the Committee and must attend staff meetings. In addition, the Vice President coordinates the annual parent survey, completes staff performance reviews and assists with the coordination of any staff recruitment and training. The Vice President also chairs Committee meetings in the absence of the President. This role is part of the Executive Committee and is required to attend monthly committee meetings.

### Secretary

The Secretary prepares Committee meeting agendas, takes minutes, distributes information and performs other general administration and compliance tasks. The Secretary also Coordinates and looks after the yearly kinder photography booking. This role requires organisational skills and an ability to record pertinent information at Committee meetings for the minutes. This role is part of the Executive Committee and is required to attend monthly committee meetings.

### Treasurer

The Treasurer is responsible for the efficient financial administration of the kinder. The Treasurer updates and monitors the actual versus budgeted operating position, oversees all banking, and provides monetary updates at all Committee meetings. The Treasurer works closely with the Compliance Officer, who undertakes many of the kindergarten's bookkeeping functions. An understanding of accounting and GST is required. This role is part of the Executive Committee and is required to attend monthly committee meetings.



# OLYMPIC AVENUE KINDERGARTEN

## **Enrolment Officer**

The Enrolment Officer works closely with the Compliance Officer regarding enrolment enquiries via email and phone for kinder and extended care. The Enrolment Officer also monitors enrolment numbers on a monthly basis and reports these to Committee and staff, and is responsible for ensuring that all enrolment information is sent to Bayside Council for accurate reporting. In addition, the Enrolment Officer updates the prospective parent handbook and is required to attend and assist at the kinder Open Day. The Enrolment Officer must be available during the main enrolment period in early June. Required to attend monthly committee meetings.

## **Fundraising & Events Coordinator**

The Fundraising and Events Coordinator leads and coordinates all fundraising activities for the kindergarten over the course of the year. These include the Bunnings sausage sizzle, the major fundraiser night, mother's day and father's day gift stalls, movie nights and picture plates. The Fundraising and Events Coordinator also works with the Social Coordinator to coordinate the main kinder events, including the Welcome BBQ and the Christmas BBQ. In addition, the role also coordinates the Fundraising Sub Committee and is required to maintain good communication between the Committee and staff in relation to fundraising activities. Required to attend monthly Committee meetings.

## **Working Bee Coordinator**

The Working Bee Coordinator is responsible for organising four working bees over the course of the year, and for liaising with staff to determine what maintenance and gardening tasks are required to be undertaken. The Working Bee coordinator also organises and liaises with any external gardeners and maintenance companies, and is responsible for arranging watering and gardening rosters during the holidays. Required to attend monthly Committee meetings.

## **Social Coordinator**

The Social Coordinator is responsible for organising social activities for the kinder throughout the year, and for leading the Social Sub Committee in the organisation of group social activities. The Social Coordinator also works with the Fundraising and Events Coordinator to coordinate the main kinder events, including the Welcome BBQ and the Christmas BBQ. The Social Coordinator is required to maintain good communication between the Committee and the staff in relation to social events. Required to attend monthly Committee meetings.

## **Extended Care Coordinator**

The Extended Care Coordinator works closely with the Compliance Officer regarding enrolment enquiries via email and phone for the OAK Care program. The Extended Care Coordinator also liaises with OAK Care staff in relation to the program and is the primary contact between OAK Care staff and the Committee. Required to attend monthly Committee meetings.

## **Marketing/PR Coordinator**

The Marketing/PR Coordinator is responsible for all marketing, promotional, branding and website changes and updates. The Marketing/PR Coordinator is also responsible for maintaining and updating the OAK Facebook page and any additional social media. Required to attend monthly Committee meetings.

## **Grants Officer**

The Grants Officer researches and prepares applications for any grants available to the kindergarten. The Grants Officer takes direction from the staff and the Committee as to which grants to apply for based on the suitability, kinder needs and requirements. The Grants Officer also ensures that any grant funding received has been spent appropriately, and is required to provide regular updates to staff and committee on grant applications and funding received. Required to attend monthly Committee meetings.



### **Purchasing Officer**

The Purchasing Officer is responsible for coordinating purchases on behalf of the kinder. This includes coordinating major purchases and the spending of funds raised through kinder fundraising events, as well as purchasing day to day supplies and equipment. The role involves liaising closely with OAK staff and the Fundraising & Events Coordinator to determine purchasing requirements, then sourcing and purchasing equipment and supplies as needed.

### **Social Sub Committee**

The Social Sub Committee is made up of the Social Representatives for each kinder group. The Social Representatives are responsible for coordinating social activities throughout the year for their child's group. They also assist with the coordination of kinder wide social events and the main kinder events. Sub Committee members are not required to attend monthly Committee meetings, but may attend occasional Social Sub Committee meetings if necessary.

### **Fundraising Sub Committee**

The Fundraising Sub Committee is comprised of one Fundraising Representative for each kinder group. The Fundraising Sub Committee assists the Fundraising and Events Coordinator with the fundraising activities for the kindergarten. Sub Committee members are not required to attend monthly Committee meetings, but may attend occasional Fundraising Sub Committee meetings if necessary.

<b>Position</b>	<b>Executive Committee</b>	<b>Required to attend Committee Meetings</b>	<b>Committee Voting Rights</b>
President	Yes	Yes	Yes
Vice President	Yes	Yes	Yes
Secretary	Yes	Yes	Yes
Treasurer	Yes	Yes	Yes
Enrolment Officer	No	Yes	Yes
Fundraising & Events Coordinator	No	Yes	Yes
Social Coordinator	No	Yes	Yes
Working Bee Coordinator	No	Yes	Yes
Extended Care Coordinator	No	Yes	Yes
Marketing/PR Coordinator	No	Yes	Yes
Grants Officer	No	Yes	Yes
Purchasing Officer	No	Yes	Yes
Social Sub Committee	No	No	No
Fundraising Sub Committee	No	No	No