



Parent Information Book
2023



OLYMPIC AVENUE KINDERGARTEN

Welcome to Olympic Avenue Kindergarten

Dear Parents,

We welcome all families 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 2023.

OAK Staff and Committee

Our Philosophy

OAK acknowledges the people of the Kulin Nation, the traditional custodians 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.



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Our Staff

Nominated Supervisor/Educational Leader	Denise Batchelor
Red Group	Nicole Taylor, Shelley Bloomfield, Michelle Glover
Purple Group	Mary-Ellen L'Huillier, Melina Anagnostaras, Kylie McNamara
Orange Group	Su Szen Yeah, Maudie van Elewoud
Yellow Group	Cynthia Richards, (TBC)
Extended Care	Cynthia Richards, Michelle Glover, Miriam Slatter

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.



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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).

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 Extended Care

OAK Care is OAK's Extended Care program. The program runs on Mondays, Tuesdays & Thursdays (3yo & 4yo combined) from 2:00pm to 5:00pm in our Pennydale Room and is available to children enrolled in Red Group and Yellow Group.

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

2023 Session Times

Group	Total Hours	Monday	Tuesday	Wednesday	Thursday	Friday
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)	8.5			8.30am – 4.00pm		8.30am – 4.00pm
Yellow (3yo)	5.5	8.30am – 2.00pm	8.30am – 2.00pm		8.30am – 2.00pm	
Extended Care		2.00pm – 5.00pm	2.00pm – 5.00pm		2.00pm – 5.00pm	





2023 Commencement Dates

Day	Date	Event
Tuesday	31 January 2023	Term one start date Parent Interviews – Yellow Group and Red Group (session 1) Parent Interviews – Purple Group (session 1)
Wednesday	1 February 2023	Parent Interviews – Purple Group (session 2) Parent Interviews – Orange Group Parent Interviews – Red Group (session 2)
Thursday	2 February 2023	First Session Red Group (half 8.30am-10.45am, half 11.45am-2.00pm) First Session Yellow Group (half 8.30am-10.45am, half 11.45am-2.00pm)
Friday	3 February 2023	First Session – Purple Group (half 8.30am-11.30am, half 12.30pm - 3.30pm) First Session – Orange Group (half 8.30am-11.30am, half 12.30pm - 3.30pm)
Monday	6 February 2023	Full sessions commence Red Group and Yellow Group Extended Care sessions commence
Wednesday	8 February 2023	Full sessions commence Orange Group and Purple Group

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.

You will have the option to purchase a "Kinder pack" which will contain a Wet Bag for dirty/wet clothes, a hand towel and a hat. Please ensure all your child's belongings are clearly marked with his/her name.



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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, Nutella and pine nuts. 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. Children attending extended care are also required to bring an afternoon snack.

Orange Group: Children are required to bring a morning snack, lunch and 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.

Extended Care: Children are required to bring an additional 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.



OAK Uniforms

Olympic Avenue is pleased to offer kinder uniforms in several colour choices. There is a wide selection of clothing to choose from which will have the OAK logo on it, and will save your good clothes from getting ruined. The uniforms are not mandatory, and if you choose to order, a portion of the proceeds will go back to our kinder. Please note that all new children will have the opportunity to purchase a Kinder Pack at the start of the year which will include a sun hat with the OAK logo. If you don't choose to purchase the pack you will need to supply an appropriate sun hat.

To place a uniform order, please visit the following link:



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<https://edthreads.com.au/collections/olympic-avenue-kindergarten>

Sun Protection

All children will need a sun hat. 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.

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, on days where the UV index is forecast is reach 3 or over. Sunscreen will be reapplied during the session where necessary. 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 (back pack)
- Full change of clothes
- Sun hat from September through to the end of April
- Healthy snack, lunch and water bottle
- Coat 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:

Fee Information

Our committee recently voted to opt-in to the Victorian Government's "Free Kinder" initiative for 2023. This means that each child will receive 15 hours per week of free kinder in 2023, with fees only applying for the hours above this (for example those enrolled in the three day / 16.5 hours programs will be charged fees for the additional 1.5 hours per week, plus extended care).



2023 Kindergarten Fees

Group	Yellow (3yo) 16.5 hours	Orange (3yo) 15 hours	Purple (4yo) 15 hours	Red (4yo) 16.5 hours
Fees Per Term	\$165	Nil	Nil	\$165
Fees Per Year	\$660	Nil	Nil	\$660
Late Payment Fee (if fees are paid past due date)	\$10 p/week	\$10 p/week	\$10 p/week	\$10 p/week

2022 OAK Extended Care Fees

	Monday Session	Tuesday Session	Thursday Session	Hours per Session
Fees Per Term	\$320	\$320	\$320	3
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	

Due dates for fees

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 on 15th November 2022.

Term 2 fees are due on 6 April 2023

Term 3 fees are due on 23 June 2023.

Term 4 fees are due on 15 September 2023.

Contact Details

Address/Postal: 28 Olympic Avenue Cheltenham VIC 3189

Phone numbers: Office: (03) 9583 6166



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

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

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.

Email: General: officeolympicave@gmail.com
Fees: officeolympicave@gmail.com
President: presidentolympicave@gmail.com

Group Emails:

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

Orange Group - orangegroupoak@gmail.com

Yellow Group - yellowgroupoak@gmail.com

Red Group - redgroupoak@gmail.com

Purple Group - purplegroupoak@gmail.com

Extended Care - oakextcare@gmail.com

Website: www.olympicavenuekinder.com.au

Staggered Intake

In term One, the children in the groups will attend kindergarten for half the time in a smaller groups in their first session of the term. 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.

Children cannot commence at kindergarten until their third birthday.

If there are any changes to this process, your Educators will discuss this with you at your Meet & Greet session.

Kindergarten Duty (dependent on Covid-19 restrictions in place at the time)

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 (not a Working with Children check is required for this). Your help will be greatly appreciated and your child will enjoy sharing their kinder day with you!



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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.

Smocks are provided by the kindergarten for the children's use during messy activities.

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, or send a text message to the kinder mobile phone. 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.

We will continue to follow COVID-19 guidelines as set by the Department of Education and the Department of Health, and will communicate any changes to guidelines to you via Educa.

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 OR
- Is on a vaccine catch-up schedule OR
- Has a medical condition preventing them from being fully vaccinated

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 2023.

We strongly encourage you to sign up to the app as the majority of communications are via this app. Parents will not be sent OAK notices and group communications via email as all communications will be sent via Educa. Educators also use this app to provide



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regularly reports and photos to families on activities undertaken during sessions.

Educa, 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.

Communication Book

A Communication Book is located near each sign in book in the 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. Otherwise, the comments can be anonymous.

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, 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, tissues 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



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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 cannot operate.

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. Committee meetings are held monthly.

Please contact 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 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.



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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.

Major Works Coordinator

The Major Works Coordinator is responsible for liaising with grants officer and Jenn Reed Design about a major grant application, and liaising with designer at time of installation. Will also convene a sub-committee for playground improvements.

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.



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.

Position	Executive Committee	Required to attend Committee Meetings	Committee Voting Rights
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
Major Works Coordinator	No	Yes	Yes
Marketing/PR Coordinator	No	Yes	Yes
Grants Officer	No	Yes	Yes
Social Sub Committee	No	No	No
Fundraising Sub Committee	No	No	No

Child Safe Standards

Olympic Avenue Kindergarten has a zero-tolerance to child abuse and racism. We aim to create a child safe and child friendly environment where children feel safe and will be supported to express and enjoy their cultural rights. To create and maintain a child



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safe environment, Olympic Avenue Kindergarten apply Child Safe Standards and adhere to the Reportable Conduct Scheme (RCS). This applies to all workers, volunteers and parent helpers at Olympic Avenue Kindergarten. Refer to www.ccyp.vic.gov.au for more information about Child Safe Standards and the RCS.