



Batman Park Kindergarten

Information Handbook
2021



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Welcome to Batman Park Kindergarten

Our Mission Statement

Batman Park Kindergarten is dedicated to providing a quality early childhood curriculum that strives to meet the needs of both children and their families and values and appreciates each child's needs, efforts and unique personality.

Child Safe Environment

Batman Park Kindergarten is fully committed to the safety and wellbeing of all our children.

At Batman Park Kindergarten we believe that every child is entitled to be safe and feel safe so they can thrive and develop to their full potential. This fundamental right underpins, and is at the forefront of our care and decision-making. We are committed to the Child Safe Standards and contributing to the greater awareness of child safety in our community as a whole. In ensuring children's safety our philosophy also recognises the child's right to self-expression and make decisions and choices that influence their learning and wellbeing.

Our Child Safe Environment Policy provides clear guidance and a best practice framework for allowing us to take a preventative, proactive and participatory approach to child safety. We will keenly foster a culture of openness and trust that supports our kinder community to discuss worries and concerns, and safely disclose any risk or perceived risk of harm to children. We will pay particular attention to the safety of vulnerable children in our community, respect diversity of cultures, needs of children with disability, and child-rearing practices while keeping child safety paramount.

We take our moral and mandatory requirements seriously and will report suspected abuse, neglect or mistreatment promptly to the appropriate authorities. We will work with other organisations appropriately and lawfully where the safety and well being of children is at risk. We are committed to working closely with families in the case of court orders or interventions.

Our Code of Conduct clearly outlines our expectations around appropriate conduct and behaviour around the kindergarten and applies to all staff, committee members, volunteers and parents. Recruitment procedures are in place ensuring we employ suitably qualified candidates who are screened, reference checked and must hold a current working with children check.

All members of the Batman Park Kindergarten community have a responsibility to understand the important and specific role they play individually, and collectively to ensure the wellbeing and safety of all children. We want all those involved with the kindergarten to feel informed, equipped and empowered so our children and community can thrive.

Our Philosophy

Batman Park Kindergarten acknowledges the Wurundjeri People of the Kulin Nation as the traditional owners of the land. Our learning community recognizes and values Aboriginal and Torres Strait Islander culture.

At Batman Park Kindergarten, we believe that all children have their own unique sense of identity and individual needs. Children learn in different ways and at different times, and we believe all deserve to be treated with equity and fairness. They have the right to self-expression and to make decisions and choices that influence their learning and wellbeing. When nurtured and valued, we believe that children are empowered as capable and competent learners.

Play is essential in the development of children, and we celebrate the abundant learning that comes with it. Play is meaningful when interests are acknowledged and children are involved and contribute to decision-making. We embrace children's ability to explore, create, problem solve, collaborate and imagine when they play. We incorporate intentional teaching and child-led learning into our practice, to allow opportunities for all learning styles and recognise special and additional needs.

Educators create a welcoming and inspiring environment for children and families. We acknowledge families as the child's first teacher. We value the early years as a time of significant growth and change and strive to build respectful and reciprocal relationships with families. Educators at Batman Park Kindergarten share the learning journey with children and families. Our highly experienced educators observe children through their play and plan the learning environment accordingly. The programs are emergent and flexible, developed in accordance with early childhood principles and the Victorian Early Years and Development Framework (EYLF & VEYLDF), as well as influenced by the UN Convention on the Rights of the Child and the Code of Ethics. Families are invited and encouraged to contribute to the program, bringing diverse skills into our learning community and group identity. Educators are active in ongoing professional development and are a source of professional information and support to families. Documentation about individual and group learning is regularly shared with families and educators consistently reflect on teaching and practice.

We acknowledge and celebrate diversity in beliefs, culture and tradition. We embrace and support the forging of connections between the kinder and families, families with one another, and the friendships that develop to enrich the kinder community. The park directly outside our kindergarten lends itself to a wonderful informal gathering place before and after kinder sessions. The local community within and around Northcote is important to Batman Park Kindergarten and we work strongly to maintain and establish relationships with many local groups, businesses, organizations and charities. Our cherished 'Fun Day' for the families at Batman Park Kindergarten and wider community is a calendar highlight.

The Bush Kinder program allows children to learn when immersed in nature. It creates a space where children can investigate, explore, take risks and connect with the natural environment. We are very fortunate to have the beautiful Merri Creek as our Bush Kinder site, with its changing seasons, its family of kookaburras, native gum trees and mossy rocks. It is a place of endless discovery.

We are committed to implementing sustainability into learning and practice. This is done through the use of natural, pre-loved and recycled materials, child-maintained herb and vegetable planter boxes, worm farm and compost, solar panels and LED lights, and the use of local, environmentally friendly products.

Educators, Committee of Management and families have the opportunity to participate in the quality improvement of Batman Park Kindergarten. We want all those involved with the kindergarten to feel informed, equipped and empowered.

Family Information

This Information Handbook aims to provide some helpful information about Batman Park Kindergarten. It was correct at the time of printing. However, circumstances do change, and families are advised to seek further details by:

- reading the notices displayed at the kindergarten
- Checking the BPK website
- reading the newsletter
- contacting the Educators
- reading information which is often available on the 'sign-in table' at the kindergarten
- requesting to see the kindergarten's policies and policy statements
- talking to committee members.

Procedures and conditions for all Victorian kindergartens are prescribed by regulation in:

- Education and Care Services National Law Act 2010 and
- Education and Care Services National Regulations (2011).

Copies of the Act and Regulations are available at the kindergarten upon request. If you require further information regarding the legislation governing the kindergarten or National Quality Standards, please refer to educator.acecqa.gov.au, or please contact members of the Committee of Management.

Session Times

Three-Year-Old Sessions in 2021					
3 Red		3 Blue		3 Yellow	
Monday	9.30 - 2.30pm	Wednesday	11.30 - 4.30pm	Friday	9.30 - 2.30pm

Four-Year-Old Sessions in 2021					
4 Green		4 Purple		4 Orange	
Monday	8.30am - 2.30pm	Tuesday	8:30am - 2.30pm	Thursday	8:30am - 4pm
Tuesday	8:30am - 2.30pm	Wednesday	8:30am - 2.30pm	Friday	8:30am - 4pm
Wednesday	8:30am - 11.30am*	Thursday	8:30am - 11:30am*		

*Bush Kinder session

NB: Orange Group has a weekly music program and an art and project program

Orientation

Orientation will occur in the first couple of weeks of Term 1. It is a great opportunity for you and your child to meet the Educators and to familiarise yourself with the kindergarten. It is conducted in small groups so families can discuss expectations and routines with Educators. It also gives children the opportunity to meet and play with their peers. Please check your enrolment pack for details of your child's Orientation Sessions. You can also email our Enrolments Officer - enrolments@bpk.org.au

Term Dates 2021

Term 1	Friday 29th January	Wednesday 31st March Thursday 1st April child-free day Cultural Competence Training for Educators - Reconciliation Action Plan RAP
Term 2	Monday 19th April	Friday 25 June
Term 3	Monday 12 July	Friday 17 September
Term 4	Monday 4 October	Friday 17th December

Public holidays and child-free days 2021

See website for regular updates

Labour Day	
Child-free day Educators attending Cultural Competence training	Thursday 1st April
Easter falls within the Term 1 break	
Queen's Birthday	
AFL Grand Final Holiday	TBA (subject to AFL schedule)
Melbourne Cup	

Educators

Batman Park Kindergarten employs Bachelor of Early Childhood Degree qualified Teachers, Diploma qualified Educators and Certificate III qualified Educators. Please refer to the Batman Park Kindergarten *Staffing Policy* for more information. Teachers hold a current VIT registration. All Educators undertake professional development training throughout the year and are replaced by qualified staff. Please refer to the Batman Park Kindergarten *Staff Professional Development Policy* for more information.

Three-Year-Old Session Educators		
3 Red	3 Blue	3 Yellow
Teacher: Sophie Haralambakis Cert III Educator: Chris Nowara	Teacher: Sophie Haralambakis Cert III role: Mildred Chiu	Teacher: Gayle Dwyer Cert III Educator: Ray Staff
Four-Year-Old Session Educators		
4 Green	4 Purple	4 Orange
Teacher: Pieta Hulbert Diploma role: Dani Palacios Cert III Educator: Ray Staff Bush Kinder team: Teacher: Pieta Hulbert Diploma: Dani Palacios Cert III Educator: Ray Staff Additional Educator: Susie Chote	Teacher: Fiona Quinn Diploma role: Carol Keating Cert III Educator: Chris Nowara Bush Kinder team: Teacher: Pieta Hulbert Teacher : Fiona Quinn Cert III Educator: Roberta Cooley Additional Educator: Gayle Dwyer	Teacher: Mildred Chiu Diploma role: Susie Chote Cert III Educator: Alyssa Cusimano Music Program: Rebecca Earl Art and Projects : Fiona Quinn

Educational team terms:

Teacher - **Degree qualification**

Diploma Educator - **Diploma qualification**

Cert III Educator - **Certificate III qualification**

Educators - **collective**

Contacting the Kindergarten

Director:	Gayle Dwyer
Administrative Assistant:	Elizabeth Jacklin
Address:	79 Elm Street, Northcote Victoria 3070
Telephone:	03 9481 0237
Website:	www.bpk.org.au
Email:	info@bpk.org.au
Operating hours:	Monday–Friday between 8 am and 5 pm

For administration enquiries please contact our Administration Assistant on admin@bpk.org.au

Families wishing to discuss their child’s needs and progress at length are encouraged to meet with their child’s Teacher outside a kinder session. This can be arranged at drop off / collection of your child, or via email or telephone.

For all other enquiries, telephone during operating hours or email the Director or relevant Committee of Management members.

Kindergarten Structure

The management and maintenance of the kindergarten is the responsibility of the families.

The Committee of Management is elected from the parents / guardians of both the three-year-old pre-kindergarten and funded four-year-old kindergarten groups.

The Director is responsible for the day to day operations of the kindergarten.

The Administration Officer is responsible for administrative processes.

The educational program is the responsibility of the Educators, who are professionally trained.

Committee of Management

Batman Park Kindergarten is administered and managed by a volunteer Committee of Management made up of at least 14 parents including a President, Vice-President, Treasurer, Secretary and at least ten ordinary members.

The Committee of Management is responsible for the overall management of the kindergarten, particularly the finances and the administration. Some of the tasks undertaken by the Committee include reviewing current policies, an annual quality assurance review, allocation of funds, enrolments, timetabling of sessions in consultation with Educators, contributing to and publishing the newsletter, and organising working bees and social events. The Committee of Management meets monthly.

Under government regulations, a Management Committee is deemed to be the Approved Provider of a Children’s Service. The Committee of Management must consist of people deemed to be ‘fit and proper’ in terms of being responsible for the welfare of children, and its members are subject to the same controls and safeguards as proprietors of any centre caring for children.

2021 Committee of Management Contact Details

Committee of Management Role	Name	Email address
PRESIDENT	Daniel Donnelly	president@bpk.org.au
VICE-PRESIDENT	Helen Paraskeva	vicepresident@bpk.org.au
TREASURER	Marion Falla	treasurer@bpk.org.au
SECRETARY	Sam Coupe	secretarycorr@bpk.org.au
ENROLMENTS OFFICER	Lily Hardman	enrolments@bpk.org.au
SECRETARY (MINUTES)	Vicky Hanlan	secretarymins@bpk.org.au
HR COORDINATOR	Rachel Whiffen	staffing@bpk.org.au
FEES OFFICER	Simone Schinkel	fees@bpk.org.au
IT ADMINISTRATOR	George Papas	itadministrator@bpk.org.au
POLICY OFFICER	Sam Brumale	policy@bpk.org.au
MAINTENANCE 1	Christopher Morant	maintenance@bpk.org.au
MAINTENANCE 2	Daniel Grigoriadis	maintenance@bpk.org.au
SOCIAL OFFICER	Bessie Cacopardo	socialsecretary@bpk.org.au
BUSH KINDER OFFICER	Janelle Barnard	bushkinder@bpk.org.au
GRANTS OFFICER	Charles Beaton	grants@bpk.org.au
COMMUNICATIONS OFFICER	Lesya Bryndzia	communications@bpk.org.au
PQAR OFFICER	Melanie Yap	pqar@bpk.org.au
NQF OFFICER	Ivy Callander	nqf@bpk.org.au
MAJOR WORKS COORDINATOR	Anthony Ryan	maintenance@bpk.org.au
COMMUNITY ENGAGEMENT 1	Cat Ross	funday@bpk.org.au fundraising@bpk.org.au
COMMUNITY ENGAGEMENT 2	Bridget Ah Ching	
COMMUNITY ENGAGEMENT 3	Zara Black	
COMMUNITY ENGAGEMENT SUBCOMMITTEE	TBA	

Curriculum

Curriculum is defined as “...all interactions, experiences, activities, routines and events – planned and unplanned – that occur in an environment designed to foster children’s learning and development.”

Adapted from Te Whariki in Belonging, Being & Becoming

Educational programs

Batman Park Kindergarten is dedicated to providing a quality preschool program that strives to meet the needs of children. We acknowledge the uniqueness of each child as a member of our learning community. We value our relationship with families and encourage their participation in the program.

Educators share the learning journey with children and families. We observe children as they learn through play and this information informs curriculum decision making. Our educational program is emergent and play-based, developed in accordance with early childhood theory, principles and the Early Years Learning and Development Framework. It is also guided by the UN Convention on the Rights of the Child and the Code of Ethics.

Three-year-old prekindergarten program

For many children, prekindergarten is their first opportunity for a social experience outside the home and independent of their family. It is a significant step in a child’s life. It can be an emotional time for families – a celebration of their child’s development and wonderful learning journey ahead, and the realisation that their child is growing so fast. Children may experience some anxiety at being separated from their families, but this will hopefully be short-lived once they become familiar with the prekindergarten setting and establish a connection with Educators and peers.

There are many benefits to a prekindergarten experience. A social setting will contribute to the foundations of a child’s social skills as they have opportunities to interact with other children. When supported in establishing relationships with others, a child will learn valuable co-operative qualities. Some children develop friendships during their time at kinder. Other children may take longer to develop these connections, preferring to explore their learning environment in solitary play until they are ready to take the next step in their social growth. Families should not be perturbed if their child does not play with others for a while. Solitary and parallel play (playing alongside others) can provide meaningful, satisfying ways of learning and discovering.

Educators create an educational program based on a sound knowledge of early childhood development and the specific needs of the group. Information is collected through observations of the children and communication with families contributes to the program. A routine is established to provide children with predictability within the session. Children will have opportunities to learn in group activities (circle time, cooking experiences, story-telling, singing, games etc..) as well as during free, open-ended play.

Much physical growth and development takes place in this year of a child’s life. The prekindergarten program will promote and extend large motor skills, such as climbing, running, jumping, balancing, pushing and pulling. Fine motor abilities are supported through drawing, painting, building, manipulating, playdough, finger plays. Creativity is fostered during open-ended art experiences, block construction, sand play, drama and story-telling. Dramatic play provides essential opportunities for establishing and practicing social skills. Multiple areas of development are enhanced and supported in each learning space as skills overlap and intertwine. Play has a crucial role in how a child learns and makes sense of the world. In knowing this, a rich, positive environment means the ‘whole child’ is learning in a meaningful way.

Four-year-old kindergarten program

Four-year-old kindergarten is the ‘next step’ in a child’s learning journey. When children enter their four-year-old kindergarten year, they continue to move through social, emotional and developmental changes and engage in play in different ways. Educators in four-year-old kindergarten value relationships with children and families to learn about the strengths, abilities and needs of each child in the group. This informs curriculum decision making. As a government-funded program, families and Educators

have access to the support of preschool field officers and additional assistance through the Kindergarten Inclusion Support (KIS) programs, depending on specific learning and development needs.

A typical kindergarten day will include abundant opportunities for open-ended play. Children engage in enquiry-based learning. There are scheduled times for the group learning through songs, story-telling, movement, games, experiments, cooking and group discussion. Snack and lunch time is also a great opportunity for learning and practising social skills. The session may also include a special event, an incursion or excursion. Families are welcome to participate in a kinder session. A kinder helper roster is available on the sign-in desk.

The educational program is regularly modified to accommodate blossoming learning styles and to enhance children's skills, understandings and knowledge. The learning environment provides rich creative, imaginative, literacy and numeracy experiences. This is an important time for understanding ways to learn in a group, to recognise emotions and feelings and to regulate behaviour. It is a time to learn about simple skills in independence and responsibility. Children are encouraged to help with tidy up at the end of each session and care for the environment and resources.

Four-year-old kindergarten is often misunderstood as 'more structured and more like school'. Instead, it is the child's social and emotional development, their resilience and independence that greatly contribute to a readiness for school. Reading and writing are often misunderstood as signs of school readiness by well-meaning families. However, the value of play and the foundation skills that come from a play based program in a nurturing social environment help build wonderful skills for children in their transition to school.

What to Bring to Kindergarten Sessions

A full change of clothes, including socks and underwear.

We encourage **gumboots**, as well as regular shoes, for wet weather.

A **wide-brimmed sun hat** or **warm coat** and **beanie**, depending on the season.

Please label all of your child's belongings.

Healthy food and a bottle of water:

A nutritious snack and a bottle of water for **shorter sessions**.

Longer sessions will require lunch and a snack.

Lunch boxes and drink bottles should be clearly labeled.

We strongly encourage 'nude-food' - food is stored in containers/packaging that can be washed and reused.

Easy to manage containers/packaging will make meal and snack times an experience that promotes independent skills.

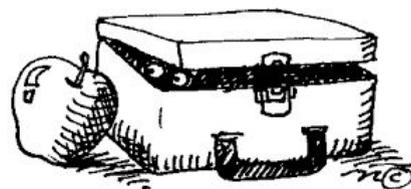
We also encourage families to refer to the Batman Park Kindergarten *Nutrition, Oral Health and Active Play policy* for more information.

Please do not include *discretionary foods* in daily snack boxes.

In short, these include foods that are high in sugar, salt and saturated fats, such as soft drinks, chocolate, processed meats, chips and lollies.

Please visit DET website for a more comprehensive list.

Under the NQS (National Quality Standard), in education and care services where food and beverages are not provided by the service, families should be encouraged not to provide discretionary food and beverages. It is recommended that education and care services include this requirement in their policy



relating to nutrition, food and beverages and dietary requirements (regulation 168(2)).

At BPK, strategies and supports are in place to address this issue with families. See our Nutrition, Oral Health and Active Play policy for details.

Guidelines for Healthy Snacks

It is important that all children bring healthy and nutritional food to each session to sustain them during their play and activity. Healthy eating should be encouraged at home, at kindergarten and eventually school. This gives children a positive understanding of nutritious 'always' foods and helps them make choices that will benefit their physical and mental wellbeing.

Dietary and feeding guidelines (www.education.vic.gov.au)

The five food groups

The Australian Dietary guidelines recommend five food groups which should be enjoyed every day for good health. These include:

- vegetables and legumes / beans
- fruit
- grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties e.g. breads, breakfast cereals, rice, pasta, noodles, couscous, barley, quinoa, polenta, flour, crispbreads, rice cakes
- lean meat and poultry, fish, eggs, tofu...and seeds and legumes/beans
- milk, yoghurt, cheese and/or alternatives

Food suggestions for kinder:

- Fresh fruit salad, fruit pieces or whole fruit
- Whole vegetables - snow peas, green beans etc or vegetables cut into small pieces - capsicum, carrot etc
- Sandwiches - try different types of breads such as pita, mountain bread or rice cakes as well as healthy spreads and dips and/or vegetables
- Savoury muffins, quiches, tarts, scones, pikelets or dry biscuits
- Yoghurt or cheese
- Dried fruit
- Popcorn

Drink suggestions:

Tap water in a reusable drink bottle is *always* best.

Other suggestions:

- In hot weather, try freezing water so that they are more refreshing at snack time
- Children find variety and smaller portions more fun and easier to handle
- Avoid excess packaging as it creates unnecessary waste. Beeswax wraps are environmentally friendly alternatives to cling wrap. Small, reusable containers can store a variety of snacks.
- Read the labels on bought, pre-packaged food; they may claim they are 'low in fat' or 'healthy,' but they may still be high in other unhealthy ingredients. In general, the less processed the food is, the better it will be for your child.

Allergies are a serious problem and the incidence of severe nut allergies is rising.

Therefore, the Committee of Management requests that **no nuts or foods containing any nuts or nut products/spreads** are brought to the kindergarten. This includes peanut butter and Nutella.

Educators will notify families if any additional foods need to be excluded from the kindergarten. (Refer to the Batman Park Kindergarten Anaphylaxis Policy for more information.)

Further information about Healthy Living can be found on the Victorian Government's Better Health Channel website: www.betterhealth.vic.gov.au, as well as the Department of Education website: www.education.vic.gov.au

What to wear

Play can be messy work. This is an important aspect of a play-based curriculum. Learning and experimentation is valued as an essential part of the kindergarten experience.

When dressing for kinder, keep in mind that your child may get wet or dirty. We encourage children to wear clothes that wash easily.

Independent skills are encouraged when children are dressed in easy to manage clothes, which make self-changing and toileting more successful experiences. Sturdy, non-slip footwear is good for running and climbing. Thongs, crocs and gym boots (requiring a lot of lacing, making them tricky to put on/off) are not recommended.

Labeling all of your child's belongings makes it easier to identify misplaced items.

Absence

If your child is going to be absent from kinder due to a holiday or illness, we encourage you to let Educators know. This helps with program planning and session preparation.

Please email your child's Teacher or call 9481 0237.

Educators must be notified of any absences due to an infectious illness.

Please refer to the Batman Park Kindergarten Dealing with Infectious Diseases, Incident, Injury, Trauma and Illness Policy, and the Dealing with Medical Conditions Policy for more information.

Arrival and Departure

The kindergarten door will be opened once the session officially starts and closed once most or all of the children have arrived. For security reasons, the North Room kindergarten door is locked during sessions and the South Room kindergarten gate is locked.

An Educator will supervise the gate at arrival and departure.

You need to sign your child in at the start of the session and sign your child out at the end of the session – see **Signing In and Signing Out** below.

We ask families to encourage their child to wash their hands upon arrival and before leaving at the end of a kinder session. We hope this routine promotes positive personal habits.

Families are responsible for supervising siblings at all times.

Please let Educators know if your child is being collected early.

If pick-up arrangements change in any way during a session, please call to inform your child's Educators on 9481 0237.

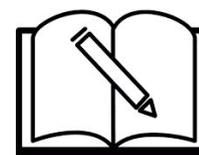
At the end of each session, the main door will be opened. The children will be dismissed one at a time. Families will wait for Educators to call each child's name and they will come to you.

We structure the end of a session this way so we are aware of each child being collected. Children will gather their belongings and can leave the kindergarten in their authorised adult's care.

Please refer to the Batman Park Kindergarten *Arrival & Departure Policy* for further details.

Children wash their hands when they arrive at kinder and before they leave kinder. Hand sanitiser will be made available to everyone entering the kindergarten. This is part of our Dealing With Infectious Diseases and Hygiene policy.

Signing In and Signing Out



When each child comes to kindergarten, the adult bringing them will need to sign the attendance book.

Your arrival time and the **full name** of the person collecting your child must be documented..

When collecting your child, adults will need to sign the book again and record the departure time.

When attending the kindergarten as a kinder helper, please record your name at the bottom of the attendance book.

Collection of Children

According to the *Education and Care Services National Regulations 2011*, Educators at the kindergarten are not permitted to give the children into the care of anyone other than the child's parent, guardian, or a person who has lawful authority to collect the child, or a person who is authorised by the parent, guardian or a person who has lawful authority to collect the child.

With this in mind, when someone new is collecting your child from kindergarten, please introduce them to Educators prior to the collection day. If this is not possible, ensure that Educators are notified about the collection of your child as soon as possible.

Please ask this person to introduce themselves to Educators on arrival. They will be asked to show photo ID if they are new to the service.

Late Collection

All children must be collected **promptly** at the end of the session.

Late collection impacts Educator preparation and administrative time. It may also be a worrying time for your child. In the event of lateness, Educators will wait for up to ten minutes for families to arrive, and then begin to call the emergency contacts to collect the child.

If a pattern of lateness is noted, families will be referred to the Director and the Committee of Management.

Please note: Late Collection Fees may also be charged.

It is essential that contact details for you, your emergency contacts and people authorised to collect your child are kept up to date. Please advise the educators or Administrative Officer of any changes.
admin@bpk.org.au

Please refer to the Batman Park Kindergarten *Late Collection of Children Policy* for more information.

Further Information

Separation

Sadness and distress at separation can be an upsetting experience for both children and families at kinder drop off. However, it is a common measure of child development. During these times, it is important that families provide children with positive support, consistency and reassurance. It should be noted that children might experience fluctuations in their feelings of surety, emotional development and coping skills at different times during the year. Again, positivity and assurance from significant adults is paramount.

When your child starts kindergarten, they might not necessarily make new friends immediately. It takes time to get to know one another and establish new connections and friendships. Your child will be settling into their environment, getting to know Educators, exploring the learning spaces and familiarising themselves with the routine. This may be quite overwhelming for some children. If they need extra comfort at drop off times as they are settling in, a book or special comfort toy from home might provide consolation and familiarity.

If you find your child is becoming tense or anxious at drop off time, it is important that you remain calm and optimistic. Your child will look to you for guidance and it is important that you give them the message that kindergarten is a positive place. Comfort them and show them, through your reassuring actions, that they are safe.

Please discuss any concerns with your child's Teacher. Together, you can discuss and implement some strategies to support your child.

Handy hints for kindergarten drop offs:

- Develop a routine for kindergarten days. Explain the steps of the routine to your child and involve them in the process. (Getting bag ready, choosing healthy items for snacks, etc...)
- Talk to them about what they will do when they get to kindergarten. (Putting bag in locker, washing hands, seeing other children and Educators, particular activities that interest them etc...)
- If you feel the need to stay for a while, give your child an easy way of preparing for your departure. "After circle time, I will say goodbye." Or "I will read you one story, and then it's time for me to go."
- Keep your goodbyes simple and brief. "I will pick you up after your story on the mat." Following a kiss and cuddle, you should leave (as you have said you would)
- You are welcome to contact kindergarten after a short time to find out how your child has settled
- Communicate concerns, needs and progress with Educators
- When you return, acknowledge and praise your child for their fabulous effort!

Remember: Consistency and continuity provide your child with predictability. This will help them to feel secure.

You might also like to organize a home visit with your child's Teacher.

Smoke-Free

Smoking is not allowed in the kindergarten grounds or around the perimeter fence.



Home toys



It is preferred that children **do not** bring toys to kinder. The educational program provides many diverse resources. There is also the chance that precious toys are damaged or lost.

However, your child may bring along a comfort item (a blanket, soft toy or book) to help them settle in. Please discuss your child's individual needs with Educators.

Weapons / fighting toys are not permitted. Please observe this rule to be consistent and fair to all.

Hygiene

Children are encouraged to wash their hands upon arrival and departing the service. Please refer to the Batman Park Kindergarten *Hygiene Policy* for more information.

The kindergarten maintains a cleaning schedule that includes daily, weekly, monthly, quarterly and annual cleaning requirements and responsibilities.

We ensure and promote safe practices in regard to regular hand washing, food handling, toileting and other personal care (including appropriate disposal of tissues, wound care).

Illness and Injury

Regular attendance at kindergarten is important. However, if children are not well, they should stay at home until they are better. This is both for your child's sake and to eliminate the risk of infecting other children.

You should keep your child home if they have:

- a high temperature in the morning, or feels feverish
- a respiratory infection – more than just a cold
- signs of conjunctivitis – red and/or inflamed eyes with any discharge
- any rash or irritation you cannot identify
- impetigo – 'school sores'
- had diarrhoea within the last 24 hours
- been vomiting anytime in the last 24 hours
- are unusually tired, pale, irritable or lethargic
- an eye, ear or throat infection and is on antibiotics. Your child should stay at home until he or she has had the medication for at least 24 hours
- untreated head lice
- hand, foot and mouth disease, where weeping blisters are present
- slap face syndrome
- any other infectious disease listed in Schedule 7 of the Public Health and Wellbeing Regulations 2009.

If you are not sure, please phone the kindergarten for advice.

At the time of publication, coronavirus management guidelines are in place. This requires children and adults to stay away if showing any symptoms and to get tested. Children can return once a negative test result has been confirmed and they are no longer showing symptoms.

<https://www.dhhs.vic.gov.au/coronavirus>

Batman Park Kindergarten follows the Recommended Minimum Exclusion Periods for infectious diseases as advised by the Victorian Department of Health and Human Services.**

**If an outbreak of gastro occurs, we ask that children not return to the service 48 hours after the last symptom. This is a DHHS recommendation.

While every endeavour is made to ensure your child's safety while attending the service, should they be involved in an incident, sustain an injury or become unwell you will be contacted as soon as practicable and depending on the seriousness of the incident. An Incident, Injury, Trauma and Illness Record will also be completed by educators and signed by parent/guardians.

Please refer to the Batman Park Kindergarten *Dealing with Infectious Diseases* and *Incident, Illness, Injury and Trauma* policies for more information.

Administration of Medication

Medication (including prescription, non-prescription, over-the-counter and homeopathic medications) will not be administered to a child at a service without the authorisation of a parent/guardian.

In the case of an emergency, we will endeavour to obtain verbal consent from a parent/guardian, or act at the direction of emergency services or registered medical practitioners.

All Educators have current first aid qualifications.

A comprehensive medication record contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of the person administering the medication and of the person checking the medication. It must be completed and signed by the parent/guardian

Please refer to the Batman Park Kindergarten *Administration of Medication Policy* for more information.

Anaphylaxis

Anaphylaxis is a severe, life-threatening allergic reaction. The kindergarten has adopted a range of procedures and risk minimisation strategies to reduce the risk of any child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the kindergarten.

Some **GENERAL MEASURES shall be implemented at all times, and by all children**, to help protect any child at risk of anaphylaxis from accidental exposure to food allergens.

- Request that all parents/guardians wash their children's hands upon arrival if required.
- The lunch boxes and drink bottles of all children shall be clearly labelled with the child's name.
- There should be no trading or sharing of food, food utensils and containers.
- All children will be closely supervised at snack times, and consume food in specified areas. Children should not 'wander around' the kindergarten with food.

All parents/guardians of a child, whose allergies have been medically diagnosed and who is identified to be at risk of anaphylaxis, will need to discuss this with staff at enrolment, or upon diagnosis, to ensure that all aspects of our Anaphylaxis Policy can be put in place. This includes provision of ASCIA action plan for anaphylaxis and adrenaline autoinjectors if required.

Educators and families will also need to complete a **Risk Minimisation Plan** as well as a **Communication Plan**. These will be discussed at Orientation.

Batman Park Kindergarten does maintain a supply of adrenaline autoinjectors in case of emergency for children not previously diagnosed as at risk of anaphylaxis. It will only be administered if directed by emergency services following a call to 000.

Please note: children already diagnosed as at risk of anaphylaxis must provide their own adrenaline autoinjector while at the service.

Asthma

Asthma is a common childhood illness and can be a serious health issue. Batman Park Kindergarten is committed to managing asthma appropriately and comprehensively, in accordance with the recommendations of Asthma Victoria. Parents/guardians will be asked about asthma, along with other health issues, on the enrolment forms.

A current **Asthma Action Plan**, completed by the child's doctor, must be provided for all children diagnosed as at risk of asthma. This form identifies asthma triggers, signs of worsening asthma, and management steps that should be followed. Parents/guardians should inform their child's Educator immediately if there are any changes to this record.

Upon enrolment, Educators and families are required to complete a **Risk Minimisation Plan** and a **Communication Plan**. These will be discussed at orientation.

Parents/guardians will need to provide medication and any asthma devices, such as spacers, for their child's use at kindergarten.

If a child requires asthma medication while at kindergarten on a particular day, this should be written up in the medication book in accordance with the regulations.

If an Educator administers asthma medication unexpectedly in accordance with an Asthma Care Plan, this too will be written up in the medication book, which the parent/guardian will be asked to sign as soon as practicable.

Please refer to the Batman Park Kindergarten Asthma Policy for more information

Head Lice

Head lice can be a problem wherever children play together. Head lice are very common and are transmitted by having head-to-head contact with someone who has head lice. This can happen when children play closely together, cuddle etc. **Head lice do not have wings or jumping legs so they cannot fly or jump from head to head.** They can only crawl.

Head lice do not transmit infectious diseases. If isolated from the head they die very quickly (usually within 24 hours).

Please note:

- Educators must be notified if a child is found to have head lice
- Children are not permitted to come to kindergarten until treatment for head lice has commenced.
- Families will be advised if a case of head lice has been detected in your child's group (confidentiality will be maintained at all times).

For more information please see *Dealing with Infectious Diseases Policy*, talk to a pharmacist, doctor or health nurse or the Department of Health and Human Services website

<https://educator.betterhealth.vic.gov.au/health/conditionsandtreatments/head-lice-nits>.

Teacher – Family Meetings

Teacher-Family meetings are scheduled twice a year in funded four year old programs – at the end of first term and the beginning of third term. During the initial meetings, Teachers can share observations of how the child has settled into the program, and collaborate with families about individual goals for each child. Term 3 meetings help families learn about their child’s progress, as well as make informed decisions about school readiness.

Families who are not concerned about school readiness are still encouraged to meet with the Teacher and will be notified when these meetings are taking place. Families are also welcome to make a time to discuss any aspects of their child’s play and learning at any stage throughout the term.

Teacher –Family meetings are also available to three-year-old prekindergarten families at the end of Term 2. During these discussions, Teachers will discuss our observations about each child’s play and learning, as well as collaborating with families about individual goals for each child for the second half of the year.

Newsletter and Noticeboards

The *Batman Park Newsletter* is the kindergarten’s newsletter. The newsletter is also the ‘voice’ of the committee to the main family body. It is produced each fortnight, and everyone is welcome to submit articles and/or pertinent information. Newsletters are delivered by email, are on the web site and some sections are on the noticeboards. If you need to change or update or add an email, please contact the Communications Officer on communications@bpk.org.au

Noticeboards around the kindergarten are the way in which the Committee of Management and Educators can share information with families. The glass fronted noticeboards outside the south and north rooms display information about upcoming events at the kindergarten and in the local area.

Regulatory and policy information such as operational details, complaints and grievances contacts, Educator and Committee of Management members information and DET requirements are also on display.

If there is anything you would like displayed, please contact the Communications Officer or Director.

Committee of Management Meetings

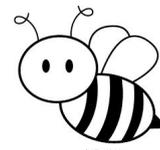
These meetings are held once a month. Ask a committee member if you wish to have anything raised or discussed. A poster with the names and photos of the committee members is located on notice boards.

Family Library

The kindergarten offers a library of books and DVD’s on parenting and developmental topics, located on a shelf in the children’s locker area in the North Room. All kindergarten families can borrow these items. Please use the log book and ensure all materials are returned within the borrowing period.

Educators will also regularly share relevant articles about early childhood learning and development via our Snapshots of Learning.

Working Bees – we really need your help!



We host an annual Working Bee,. This is an opportunity to do some general maintenance, gardening, repairing broken equipment, painting, making new equipment, cleaning etc.

Working Bees are a great way to tangibly contribute to the upkeep of the kindergarten and only requires a few hours of your time.

Maintenance Officers will coordinate the Working Bee. Details will be shared in the newsletters and on the notice boards.

Please contact our Maintenance Officers if you have any skills and ideas - maintenance@bpk.org.au

We will also compile a list of skills with information shared on Enrolment Forms. This information will be shared with Maintenance Officers in planning for the Working Bee.

Be a Kinder Helper

We welcome families to attend at least one session a term to be a Kinder Helper.

Kindergarten is often a child's first experience in a social setting. Parents and extended family are invited to spend some time with us at kindergarten. This allows you to observe your child's play skills and interests in the kindergarten setting.

The best part about being a kinder helper is exploring play in action. And it is a thrill for children having someone from their family at kinder. Educators will discuss ideas about joining in, as well as sharing other important kinder information. It is also an opportunity for families and Educators to get to know one another, establishing a partnership in each child's learning.

If you are interested, please put your name down on the roster sheet near the sign in book.

Some families may like to:

- tell stories to children
- teach children about their culture: dancing, music, traditions
- play musical instruments
- do some cooking
- do some gardening
- share an interest or expertise on a special topic
- help on excursions
- assist with other activities that require extra supervision.



Please also read our **Welcome Kinder Helper** sheet for ideas on ways to be involved.

Remember to sign in and out at the bottom of the sign-in book. Siblings need to be signed in / out, too.

Kinder Helpers are strongly encouraged to sign up for a free Volunteer Working With Children Check
<http://www.workingwithchildren.vic.gov.au/>

Siblings

Siblings are always welcome at the kindergarten when you are a kinder helper or have another reason to stay. Please keep in mind that programs are planned for a particular age group, and may not be appropriate for a younger child. It is the responsibility of families to supervise attending siblings.

Reminders for kinder helpers

Your involvement in the session is valued and appreciated.

Please be mindful of expectations and roles during your time at kinder.

Educators are responsible for the supervision and care of children at all times.

If a child requires assistance (e.g. toileting, changing clothes or an injury has occurred), please let an Educator know. It is not appropriate for a kinder helpers to assist other children with personal skills.

Be mindful of privacy and confidentiality. A kinder helper should not discuss other children during or outside of the session.

Mobile phones should not be used by visiting families to photograph and record children. The exception is special events, with event-specific permission from families is obtained.

Please refer to the Batman Park Kindergarten *Code of Conduct Policy* and *Privacy and Confidentiality Policy* for more details.

Social Get-Togethers

Previous social get-togethers have included welcome picnics in the park, term holiday activities (drama performances, creative dance sessions, puppet shows and gardening workshops) and trivia nights for adults. Our End of Year kinder disco is also a huge hit.

If you have any ideas about what you would like to do, or you would like to help organise a social activity, please contact the Social Officer, socialsecretary@bpk.org.au

Community Fun Day

The kindergarten holds an annual **Community Fun Day** with children's activities, food stalls and entertainment. It's a special event for the entire family!

Fun Day is a great opportunity for the local community to learn more about Batman Park Kindergarten. It is also an opportunity to fundraise for kindergarten educational programs, projects, professional development, resources and maintenance.

We strongly encourage families to get involved and assist with this major fundraiser for our kinder. It's success is totally dependent on the efforts of volunteers!

If you have access to resources for anything that you think will be appropriate for the day, or if you would like to join in and volunteer, please forward your interest to the Community Engagement Team at: funday@bpk.org.au

The date for the 2021 Fun Day is Sunday 12th September.

Cultural Competence

We recognise and promote the importance culture plays in developing a child's sense of belonging, being and becoming. You will have the opportunity to discuss your family's needs at orientation. And we welcome families contributions to the curriculum.

"Educators who are culturally competent respect multiple ways of knowing, seeing and living, celebrate the benefits of diversity and have an ability to understand and honour differences." EYLF pge. 16

Celebrating Birthdays

A birthday is an exciting occasion in a child's life!

We enjoy celebrating each child's special day here at kindergarten.

We do this by singing 'Happy Birthday!' We have a special birthday candle. We will take a photo and your child will receive a card from their kindergarten group.

You might also like to consider combining this day with being a kinder helper.

It is the kindergarten's policy that we **do not** have a birthday cake or treats / lollies etc. There are specific reasons for this, including management of allergies and food restrictions, as well as being equitable to all children and families.. If you are celebrating your child's birthday outside of kinder, please ensure you distribute invitations thoughtfully and discreetly if not all children in the group are invited. It can be very upsetting for a child if they feel they are being left out of something special.

If planning a birthday at Batman Park before or after a kinder session, keep in mind that the park is a community space.

We ask that families are inclusive of all children in your child's group.

We ask that you also consider the financial expectations being placed on families. Please see your child's Educators if you have any questions.

Photographs

A professional photographer attends the kindergarten during the year. Your child will be involved in both individual and group photos.

This year, we will be using **Little World Photography - www.littleworldphotography.com.au**

The photographer delivers proofs of the relevant photos via email, and families will have the opportunity to choose the photos they would like to purchase, via an online method. All orders need to be submitted by the due date. Families are under no obligation to purchase any of the photographs.

Excursions and Incursions

Kindergarten groups may go on excursions throughout the year as an extension of the education program.

A parent/guardian's written authorisation is required when children are to be taken outside the kindergarten. This will inform parents/guardians about the purpose of the activity, as well as transportation, activities and attending volunteers. A Risk Minimisation Plan is prepared by the Teacher in consultation with Educators, Director and relevant committee members.

Bush Kinder runs as a 'regular outing' - an excursion that takes place each week during the kinder terms. An authorisation form will be completed during orientation for those groups participating in bush kinder before the first session.

Past excursions have included:

- Westside Circus workshop
- WRTS We Rock The Spectrum - an all abilities gym
- Visits to CERES - Centre for Education and Research in Environmental Strategies
- A walk to the post office
- A visit to a local cafe
- A play in Batman Park
- Visits to local primary schools



The kindergarten often schedules incursions as an extension of the education program. Groups to previously visit the kindergarten include:

- Drama Toolbox
- Yarn Strong Sista Indigenous Education Consultancy
- Carp Productions
- Ambulance and Police visit
- The Flying Bookworm

Please refer to the Batman Park Kindergarten *Excursions and Centre Events Policy* for more information.

Complaints and Grievances

If you are worried about something, you are encouraged to approach the Teacher in your child's group and/or a committee member to discuss your concerns so these can be addressed as soon as possible.

A grievance, or formal statement of complaint can be addressed to the following:

Gayle Dwyer - Director: gayle@bpk.org.au

Daniel Donnelly - President: president@bpk.org.au

Helen Paraskeva - Vice President: vicepreseident@bpk.org.au

These matters will be addressed by the Committee of Management's Grievance Subcommittee.

All matters will be treated in a confidential and respectful manner and every endeavour made to achieve a satisfactory resolution.

Please refer to the Batman Park Kindergarten *Complaints and Grievances Policy* for more information.

Policies

All policies governing the kindergarten are available to view in the policy folders in the locker area in the North Room, or by the entry door in the South Room.

If you have any queries or concerns, please feel free to contact the Policy Officer policy@bpk.org.au.

Batman Park Kindergarten Policy List

Anaphylaxis Management	Code of Conduct
Delivery and Collection of Children	Child Safe Environment
Asthma	Administration of First Aid
Interactions with Children	Acceptance and Refusal of Authorisations
Complaints and Grievances	Dealing with Medical Conditions
Staffing	Diabetes
Enrolment and Orientation	Water Safety
Excursions and Centre Events	Participation of Students and Volunteers
Expenditure & Receipts	Governance and Management of the Service
Fees	Administration of Medication
Hygiene	Determining Responsible Person
Incident, Injury, Trauma and Illness Policy	Sleep and Relaxation
Inclusion & Equity	Curriculum Development
Dealing with Infectious Diseases	Environmental Sustainability
Information Technology	Epilepsy
Nutrition, Oral Health and Active Play	Bush Kinder Specific
Supervision of Children	Delivery and Collection of Children Policy
Occupational Health & Safety	Dogs Policy
Road Safety and Safe Transport	Emergency Evacuation Policy
Privacy and Confidentiality	Extreme Weather Policy
Staff Professional Development	Identification and Visibility Policy
Sun Protection (SunSmart)	Protective Clothing Policy
Emergency and Evacuation	Snake Awareness and First Aid Policy

Other documents governing the kindergarten:

- Education and Care Service National Law Act 2010
- Education and Care Service National Regulations 2011
- National Quality Framework 2012
- DET Victorian Kindergarten Policy, Procedures and Funding Criteria
- City of Darebin Centralised Waiting List Kindergarten Policy (2015)
- City of Darebin Lease
- Funding and Services Agreement (with both DET and City of Darebin)
- The Batman Park Kindergarten Constitution – Statement of Purpose

Enrolments

Three-year-old prekindergarten

Children are eligible for three-year-old kindergarten if they turn three by 30th April of the year they attend. However, children cannot be signed in and attend the program until they turn 3 years old. Instead, children and an accompanying parent/guardian have the opportunity to be signed in as visitors if they wish to attend the service before the child's birthday. They can participate in the program under the direct supervision and in full care of their parent/guardian. This option should be discussed with the child's Teacher at the initial orientation session. The usual enrolment procedures apply for children who are not yet three at the beginning of the year and full fees must be paid to hold their place. The three-year-old program is not government-funded.

Funded four-year-old kindergarten

Children are eligible for four-year-old kindergarten if they turn four on or before 30th April of the year they attend. The four-year-old kindergarten program is government funded.

How to enrol:

ALL registrations for three-year-old and four-year-old groups are initially handled by Darebin Council.

Register for kinder online www.darebin.vic.gov.au/kindergarten

Kindergarten and Child Care Registration System

8470 8825

Email Registration.KindergartenChildCare@darebin.vic.gov.au.

Children who attend three-year-old pre-kindergarten at Batman Park Kindergarten are not automatically enrolled for four-year-old kindergarten.

Three-year-old pre-kindergarten and four-year-old kindergarten programs have separate application forms and waiting lists.

Please refer to the City of Darebin *Kindergarten Centralised Waiting List Policy and Procedures* or the Batman Park Kindergarten *Enrolment Policy* for more information.

Returning Three-Year-Old Prekindergarten

Educators may discuss the possibility of a child doing another year of three year old pre kindergarten if there are concerns about the child's readiness for the funded 4 year old program.

A decision is ideally made by the middle of Term 2. Educators and families must notify Darebin Kindergarten Registration about this decision promptly. Talk to your child's Teacher or the Director for details.

Please read the section below when making a decision about a second year of prekindergarten.

Additional Year of Four-Year-Old Kindergarten

In specific circumstances, it is possible to apply for an additional year of government-funded four-year-old kindergarten. Applications must be lodged early September, and involve professional observation, consultation with family, Educators and specialists, such as the Preschool Field Officer.

The application follows strict guidelines and asks family and Educators to identify *two or more areas of developmental need* for the child to meet the criteria of the submission. Specific objectives for repeating four-year-old kindergarten attendees will be decided. An additional year of four-year-old kindergarten is **subject to assessment by the Department of Education and Training DET**, as it is government-funded.

Additional government-funded positions have been made available primarily for children with special / additional needs. Children will **not** be granted a second year of funding on the basis of immaturity or date of birth. Where Educators and families are concerned about school readiness or maturity, it may be in the child’s interests to do a second year of the three-year-old pre-kindergarten program and then continue with four-year-old kindergarten the following year.

If your child has already commenced four-year-old kindergarten, it is recommended that you contact Educators as soon as you have any concerns about your child starting school the following year.

Children who defer their position before the end of Term 1 will be granted full funding for four-year-old kindergarten the following year.

Please consider your child’s school readiness as soon as possible and talk to your child’s Teacher.

Equity and Inclusivity

For all children attending Batman Park Kindergarten, Educators and committee “...will ensure that children are not discriminated against on the basis of gender, sexuality, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture or national origin.” ECA Code of Ethics February 2016

Fees

Batman Park Kindergarten has a comprehensive *Fees Policy* that can be viewed in its entirety at enrolment. A copy of the *Fees Policy* is available in the Policy folder located in the parent library. A copy of both the *Fee Information for Families* and the *Fee Statement* will be provided in your child/ren’s Enrolment Pack and can be found on the kindergarten noticeboard.

2021 fees at a glance

Program Type	No. Groups	Hours per week	Amount per Term
Three-year-old BLUE	1	5	BPK and DET funding will make all unfunded programs FREE for 2021
Three-year-old RED	1	5	
Three-year-old YELLOW	1	5	
Four-year-old kindergarten	3	15	DET funding will make all funded programs FREE for 2021
Kindergarten multi-child discount	n/a	n/a	5%

****THE FOLLOWING SECTION DOES NOT APPLY IN 2021****

N.B. Enrolment will not be confirmed until Term 1 fees are received.

Payment options are cheque, money order or BPAY. A receipt will be issued on request.

If you have difficulty paying your child's fees, please bring it to the attention of the Fees Officer as soon as possible. Batman Park Kindergarten is committed to a non-discriminatory application of the *Fees Policy* and fair negotiation of late payments. Non-payment will result in the kindergarten contacting parents/guardians to discuss the matter. Confirmed non-compliance may jeopardise your child's place at the kindergarten.

Once a term has commenced, there is an expectation that parents/guardians will pay for the full term of fees, regardless of their child's attendance during that term. There will be no pro-rata refunds. Late enrolments will pay fees on a pro-rata basis.

Four-year-old Government Fee Subsidy

The government provides a Kindergarten Fee Subsidy for the following eligible Concession Card of Visa holders which fully covers the four-year-old kindergarten term fees for the year.

- Commonwealth Health Care Card
- Pensioner Concession Card
- Department of Veteran's Affairs Gold Card
- Resolution of Status (RoS) Visa, Class CD Subclass 851
- Temporary Protection/Humanitarian Visas 447/451/785/786
- Asylum seekers on Bridging Visas A-F and Refugee and Special Humanitarian Visa Holders 200-217

The Kindergarten Fee Subsidy is also available to families with triplets or quadruplets attending the same kindergarten in the same year, and also to families with Aboriginal and/or Torres Strait Islander children.

To obtain this subsidy, families must provide a photocopy of a current Concession Card/Visa to the Fees Officer (or Administration Assistant) prior to the start of each term. This photocopy can be posted to the Fees Officer at PO Box address on the invoice or it can be left with the four year-old class teacher to pass on to the Fees Officer.

To secure a four-year-old kindergarten place, eligible Concession Card/Visa holders must pay a holding fee of \$50 when enrolment is accepted. This \$50 will be refunded after the commencement of Term 1 and receipt by the fees officer of the relevant photocopied information. If the place is accepted and later declined (before Term 1 commences) the \$50 fee will be non-refundable and will be kept by the kindergarten to cover administration costs.

Three-year-old kindergarten is entirely parent-funded and there are no government concessions.

Please refer to the Batman Park Kindergarten *Fees Policy* for more information.

Kindergarten Finances

Parents often ask, 'Why are fees and fundraising necessary at a government kindergarten?' The simple answer is that the kindergarten funding process does not meet the kindergarten's total expenditure. Batman Park Kindergarten has chosen to serve the community by providing a three-year-old pre-kindergarten and four-year-old kindergarten program. The Government only provides partial funding for the four-year-old program. The funding provided does not meet total expenditure, so fees and fundraising are necessary to cover the extra costs. Here is a brief explanation:

Batman Park Kindergarten is a non-profit organisation

Our government subsidy only covers around half of the kindergarten's running expenses.

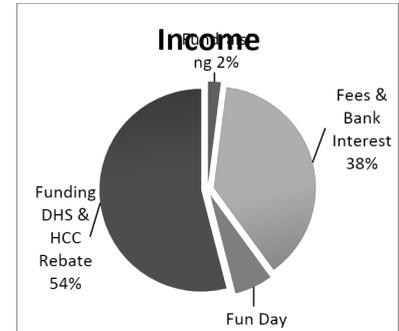
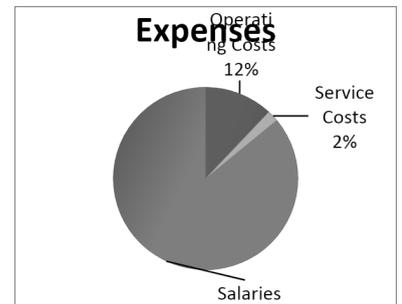
The government subsidy is only for the four-year-old program

Health care card holders are granted an extra government subsidy to cover the total cost of fees

If we don't have full enrolment, we don't receive the full amount of funding

The total amount of the subsidy barely covers the salaries of our staff members

The three-year-old program receives no government funding – all its costs are borne by the kindergarten.



The remaining income needed to meet the kindergarten's running costs must come from fees and through fundraising. This income is used to:

- cover the three-year-old program staff and the cleaner's salaries
- meet pay increases, superannuation payments, work care and training costs for all staff
- make regular payments to a provisional account to cover long-service and sick leave requirements
- ensure adequate insurance cover for the building contents
- cover all utilities – gas, water, electricity and telephone
- cover gardening, cleaning and other costs
- cover the increasing costs of registering as a children's service
- cover all materials used – such as paint, glue, clay, paper
- replace equipment as it gets too old and worn to be repaired
- cover any other necessary expenditure which may occur throughout the year.

One of the main ways the kindergarten funds its purchase of educational toys and outdoor equipment is from the money raised on Community Fun Day. The Batman Park Kindergarten Community Fun Day is a day where the kindergarten and the community as a whole come together for a social event. This is important, as it raises money needed to keep our kindergarten stimulating, relevant and up-to-date for current and future groups of children using the service.

The Batman Park Kindergarten Association Incorporated is the Approved Provider of the kindergarten. We lease the premises from the City of Darebin, which is responsible for major repairs of the building like any other landlord. The kindergarten must, however, keep it in good condition, and cover any costs associated with normal use. By definition, we are a group of parents managing a small business, and we must function as a business. We are entirely responsible for the day-to-day running of the kindergarten, and its ability to remain financially viable.

Appendix 1:

Environmental Care Philosophy

At Batman Park Kindergarten, we believe that every little bit counts! We try to do our best to conserve natural resources and promote sustainable living. We do this by ensuring that awareness of environmental responsibility is part of the children's learning experience and curriculum.

We encourage everyone to:

REDUCE, REUSE, REPAIR, RECYCLE, ROT (compost)



Staff and the Committee of Management try to:

- Use recycled or sustainably-managed plantation paper
- Analyse new purchases for their environmental impact – locally made, natural products low in plastic content, etc.
- Reuse materials as much as possible
- Separate recyclable from non-recyclable products
- Turn off lights when not needed
- Use heating and cooling only when necessary
- Control water use in play
- Provide a worm compost system to compost children's food scraps
- Maintain as much rich and varied natural garden as possible
- Encourage children to separate their waste products into food scraps for the worms, recyclables and non-recyclables.

Families are asked to support these efforts by packing waste-free lunchboxes by:

- Packing lunch in re-useable containers and drinks in refillable bottles
- Wrapping food in reusable cloth napkins, compostable/recyclable paper bags or beeswax wraps
- Reducing the amount of pre-packaged food
- Including fresh produce in lunch boxes - fresh fruit wrapped only in its skin.

Low chemical use

We try also to use simple chemicals for cleaning (such as plain vinegar, bicarb soda, and plain soap) and otherwise minimise fumes by only painting/varnishing when absolutely necessary and using low odor, more 'natural' products when doing so.

More info at educator.wastefreelunches.org

Parents can also access the City of Darebin website for assistance with starting your own worm farm or compost bin at home at educator.darebin.vic.gov.au

Appendix 2:

SunSmart

A healthy balance of exposure to the sun's ultraviolet (UV) radiation is important for general health. Too much UV from the sun can cause sunburn, skin damage and skin cancer. Too little UV can lead to low vitamin D levels. Adolescence and childhood are critical periods during which exposure to UV radiation is more likely to contribute to skin cancer in later life.

For these reasons, Batman Park Kindergarten is committed to abiding by the Cancer Council SunSmart practices for educating and protecting children from the harmful effects of the sun and UV.

During the warmer months ('From September, 5 things to remember!'), when UV levels are above 3, we encourage all parents/guardians to help their child to learn sensible sun protection habits whilst at kindergarten.

- **SLIP!** Wear long-sleeve tops. Tank tops and singlet tops are discouraged.
- **SLOP!** Apply sunscreen either before or upon arrival at the kindergarten
- **SLAP!** Wear a wide-brimmed hat that shades the face and neck
- **SEEK!** Encourage children to play in the shaded areas. When necessary the outdoor program layout will make full use of the shading provided.
- **SLIDE!** The use of wraparound sunglasses is permitted.



A SPF 50+ broad-spectrum, water resistant sunscreen is available at the kindergarten. All parents/guardians are welcome to use the sunscreen when dropping children off, and children are encouraged to reapply sunscreen during the session. If your child has a sensitivity to the sunscreen provided, please provide an alternative (labelled) for Educators to use under direction. During the cooler months ('From May, put sunhats away'), when UV levels are low, sunhats and sunscreen are not required.

Please refer to the Batman Park Kindergarten *Sun Protection Policy* for more information.

No Jab No Play legislation

Kindergarten Registration Immunisation Requirements

Under the **No Jab No Play** Victorian Government Legislation, families need to provide an Immunisation History Statement from the Australian Immunisation Register (AIR) at commencement.

This Statement is evidence that your child is:

Fully immunised for their current age, or Unable to be fully immunised for medical reasons.

To obtain an Immunisation History Statement:

Call the Australian Immunisation Register on 1800 653 809 and request one to be mailed out

Visit any Medicare office to request a print out

Create a profile or login in to your existing profile on www.my.gov.au

Download the Express Plus Medicare mobile app

If your child was immunised overseas, the vaccines need to be recorded on the Australian Immunisation Register so that you can obtain an Immunisation History Statement. You do not need a Medicare card to do this.



Free catch up immunisations may be required if your child is not up to date with the Australian schedule.

Darebin Immunisation Service can assist you so that the kindergarten start date is not delayed.

Call Darebin Immunisation Service 8470 8562 or email immunise@darebin.vic.gov.au