



Information Booklet 2022

Welcome to Greenbrook Kindergarten

We hope your child and family will enjoy your time at Greenbrook Kindergarten. For some children the introduction to kindergarten is the beginning of learning to live as a member of the wider

community. From the secure world of home they now become members of a group, learning fundamental rules of group living, thus preparing themselves for the even larger world to come. It is our aim to make this experience as happy and relaxed as possible. Families and staff, working together, can make this transition as smooth as possible.

4YO Teaching Staff:

Early Childhood Teacher – Kirsten Lang

Early Childhood Educators – Gail Guy, Joanne Miller and Vivian Pizzo

3YO Teaching Staff:

Early Childhood Teacher – Vivian Pizzo

Early Childhood Educators– Joanne Miller and Gail Guy

Administration – Stacey Maxwell

**Administration and Bookkeeping including fee management – A.S.K Bookkeeping Services
(Administration Support for Kindergartens)**

Communication / How to contact us

If you wish to make a time to see any of our educators or administration staff please speak to us in person, or contact us via email or private message on StoryPark.

Kirsten Lang – 4yo teacher:

kirsten.greenbrook.kin@kindergarten.vic.gov.au

Vivian Pizzo – 3yo Teacher:

vivianpizzo.greenbrook@kindergarten.vic.gov.au

Stacey Maxwell – Greenbrook Kindergarten Administrator:


greenbrook.kin.admin@kindergarten.vic.gov.au

A.S.K. Bookkeeping Services (Fee / direct debit enquiry):

maxine@a-s-k.com.au


R E S P E C T

Our philosophy



Relationships

We respect your family and your child.
We respect your knowledge and your input.
We believe learning is a partnership between us all based on mutual, respectful relationships.




Everybody belongs

We respect you for you, no matter where you come from, your abilities or who you identify as. You belong at Greenbrook Kindergarten.




Safe environments

We respect that families want a safe, clean and developmentally appropriate place for their children. We believe all children should be safe from harm, no matter their culture, ability or situation in life.



Play based Learning

We respect play as the way young children learn. We respect children's interests, ideas and learning needs. We respect our own ideas as educators and see them as important too. We believe families and communities can have a valuable input into our curriculums.



Environment & sustainability

We respect the natural world and we believe educators, children and families can have positive impacts on our world in both small and big ways through learning about sustainable living practices.



Community

We respect our responsibility to support children and families to connect with and learn about their kindergarten and wider community. We respect our responsibility to learn about Aboriginal and Torres Strait Islander communities. In particular, the Wurundjeri people.



Teamwork

We respect our Committee of Management for their commitment to providing a community led organisation. We respect that it's our responsibility to work professionally with each other, our management, regulatory bodies, other professionals and community organisations and to mentor the next generation of early years educators.



Greenbrook
Kindergarten



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Kindergarten**

2022

TIMETABLE AND FEE INFORMATION

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
River Red Gums 3YO 9.30-2.30	4YO GROWLING GRASS FROGS GROUPS A&B 8.30 – 4.00	4YO GROWLING GRASS FROGS GROUPS A&C 8.30 – 4.00	4YO GROWLING GRASS FROGS GROUPS B&C 8.30 – 4.00	River Red Gums 3YO 9.30-2.30

3yo FEE STRUCTURE

River Red Gums 1 x 5hr session per week (Funded Kindergarten session)	\$540 Annual Fee (\$135 per term)
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River Red Gums 2 x 5hr sessions per week (1 x Funded & 1 x unfunded Kindergarten session)	\$1,740 Annual Fee (\$435 per term)
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4yo FEE

STRUCTURE

Growing Grass Frogs 15 hours per week 2 x 7.5hr sessions of funded kindergarten	\$1,600 Annual Fee (\$400 per term)
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Fee exemptions apply if your child is Aboriginal and / or Torres Strait Islander, is covered by a Health Care Card or holds an eligible concession card or refugee, humanitarian or asylum seeker visa, or their parent or guardian does.

Term Dates 2022

Term dates 2022:

Term 1: 28th January to 8th April (See Transition Timetable for your child's starting date/time)

Term 2: 26th April to 24th June

Term 3: 11th July to 16th September

Term 4: 3rd October to 16th December (allocated child free clean up days – 19th & 20th December)

Growling Grass Frog finish 14th / 15th December. River Red Gum finish 12th / 16th December

- Please Note – 28th January and 19th / 20th December are child free days allocated by the Department of Education for set up / clean up. Children do not attend on these days.

Public holidays are observed. The Kindergarten will be closed on:

Labour Day	Monday 14 th March
Queens Birthday	Monday 13 th June
Melbourne Cup Day	Tuesday 1 st November

Commitment to maintaining a child safe environment

At Greenbrook Kindergarten we are committed to:

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

Reportable Conduct Scheme:

The Victorian Reportable Conduct Scheme seeks to improve organisations' responses to allegations of child abuse and neglect by their workers and volunteers. The scheme was established by the *Child Wellbeing and Safety Act 2005* (the Act). All allegations relating to reportable conduct must be made known to the nominated supervisor or President.

Information sharing and Family Violence Reforms

These reforms build upon and complement existing child and family wellbeing and safety responsibilities and practices. The Reforms aim to improve the wellbeing and safety of Victorian children and reduce family violence. In 2021 Greenbrook Kindergarten became an Information Sharing Entity (ISE) which means we are authorised to request and share information under the Child Information Sharing Scheme and the Family Violence Information Sharing Scheme and are required to respond to requests from other Information Sharing Entities.

Settling your child into kindergarten

Children react to kindergarten in many different ways. It is natural for your child to feel uneasy about family leaving and being in such a large group of children.

Families are welcome to stay and be with their child until you all feel ready to say goodbye. When you're ready to say goodbye, it's important to tell your child that you're going and that you will be back.

Be prepared for after kinder tiredness. Children will often present as unsettled or non communicative. Give them time to unwind. Allow for your child to adjust to their new routine. Through good planning and communication settling in will happen and kindergarten will become an engaging and interesting part of your child's week!

Interview & orientation Sessions

The interview and orientation schedule is enclosed in your enrolment information pack that was distributed at the AGM or after enrolment. Shorter sessions and smaller groups at the very start of the year help staff, children and families to connect and form relationships better.

Kindergarten program

The kindergarten program has been developed by our qualified and experienced staff to support your child's learning across the 5 outcome areas of the Early Years Learning Framework for Australia. These areas include Identity, Community, Wellbeing, Learning and Communication. You can read more about the outcome areas and the Framework by following this link:

https://www.acecqa.gov.au/sites/default/files/2018-02/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf

We are also guided by the Victorian Early Years & Development Framework (VELDYF)

<https://www.education.vic.gov.au/Documents/childhood/providers/edcare/veyldframework.pdf>

The aim of our play based curriculum is to provide an enriching environment where children feel safe, secure and supported in their learning. Children are viewed as competent and capable, and curriculums are co – constructed between children and the education team in order to meet the needs and interests of each child. Educational curriculums are displayed in the kinder room and on Story Park.

“All Weather Play”

GREENBROOK Kindergarten implements outdoor and all-weather play as a core component of curriculum delivery. The United Nation's Rights of the Child tells us PLAY and access to play is a fundamental right for all children. The EYLF/VEYLDF (curriculum and practice guiding documents) and the National Quality Frameworks (NQF) provide evidenced based guidance to support high quality curriculum decision making in ECEC.

At our service we do this best through our Indoor/Outdoor delivery model, incorporating all weather play and, at times, a fully outdoor curriculum.

Our all-weather play environments will always reflect the needs, interests and ideas of the children present and can include, but are not limited to, all year round:

- Sensory play involving mud, dirt, sand, and water play. We will also include dough and clay play.
- Natural loose parts such as sticks, leaves, gumnuts, bark, seed pods etc
- Opportunities for large muscle physical play such as running, climbing, swinging, and jumping etc
- Quieter spaces for relaxing and resting with seating, cushions etc
- Traditional 'indoor' experiences like books, puzzles, musical instruments and arts and crafts
- Embedded literacy and numeracy learning
- Opportunities to explore STEAM (science, technology, engineering, arts, mathematics)
- Organised games with rules
- Socio-dramatic and imaginative play
- Free, child led and directed play.
- Teacher guided experiences.
- Supporting independence, self-help and self-care skills as we guide children through learning how to navigate dressing and undressing themselves and organising their own belongings.

To read our full “Position Statement “ on All Weather Play at Greenbrook Kindergarten, please refer to our Curriculum Policy under the policy section on our website.

www.greenbrookkindergarten.vic.edu.au

Arrival and departure procedures

Greenbrook Kindergarten is bound by a number of legalities covering the arrival and departure of children. You **must** familiarise yourself with the following:

- Arrival and dismissal times are flexible, however we are not licensed to have children on the premises before or after your child's designated session start or finish time.
- Children are not to arrive or leave on their own.
- When leaving your child please ensure a member of the staff is aware of his/her presence.
- As stated in our fees policy, if children are continually picked up late, a late collection fee will be imposed.

- The attendance register will be located outside under the verandah. Please sign in the appropriate space and record arrival and departure times accurately. (Pls note that under our current COVID safe protocols, staff will sign your child in and out of the service.) This is a legal document for all kindergartens. Please do not allow children to draw on it.
- Children are not permitted to use the outside play equipment before or after the session.
- Visitors should sign in to the Visitors' book provided and take a visitor's badge for easy identification. This includes siblings.
- When families are exiting the gate they have particular responsibility to ensure:
 - Only their child exits the gate
 - That the exit gate is securely closed behind them once they have left the kindergarten.
 - That they hold their child's hand when walking through the car park.

If we as a kindergarten community observe these simple steps we can anticipate the safe and successful dismissal/collection of all our children

Late collection of children

In a situation where families are not on time collecting their child and **have not** notified the service that they will be late, the staff will;

- Contact the parent/guardian or carer of the child and if they are not available, the other persons authorised to collect the child, requesting that they collect the child.
- If the parent/guardian or carer or authorised persons cannot be contacted, or they are unable to collect the child, or the child will not be collected within the staff's rostered hours, the staff will contact the Approved Provider.
- Continue to attempt to contact the parent/guardian/carer/authorised persons.
- In situations where a parent/guardian or carer has not collected their child from the service by the end of the staff's rostered hours, the staff will remain on the premises with the child until relieved by Approved Provider. Two adults will remain on the premises with the child at all times.
- The Approved Provider and/or staff caring for the child will continue to attempt to contact the parents/guardians or carers and authorised persons.
- The Approved Provider, or the local police may be requested to visit the parents/guardians or carers address to ascertain if there is a problem/illness.
- The Approved Provider or staff will notify the regional Children's Services Adviser at the DHS of the current situation and procedure being undertaken. If the Children's Services Adviser cannot be contacted, they will document the date, time and reason for the call, and contact the Children's Services Adviser asap after the event.

- After a period of time determined by the Approved Provider in consultation with staff, the Approved Provider or staff member will contact the DHS Child Protection Services stating the service is unable to contact parent/guardian or carer or emergency contacts for the child/children.
- The Approved Provider or the staff will follow the advice given to them by the Child Protection Services.

Fines: If the family is continually late and have no reasonable excuse for the late collection of the child, a warning will be given. On the next occasion, the family will be required to sign the late fee collection book and pay after ten minutes from the scheduled collection time, a fee of \$1/minute payable prior to the child's next session. Please refer to the Fees Policy for more information.

Belongings

All children are supported to be aware of / responsible for their belongings. As our program is play based, the children will engage with a lot of different materials. Hence we ask that you send them in suitable play clothing that is easy for them to remove at all times. Please note that footwear should enclose the whole foot and be safe for climbing and running.

We are also guided by our SunSmart policy, so please ensure:

- your child has a broad rimmed, bucket style or legionnaires hat in their bag at all times
- that clothing appropriately covers your child's shoulders
- that you provide staff with a roll on sunscreen labelled with your child's name

Celebrations

We acknowledge and celebrate all family celebrations including birthdays. We have a wonderful birthday routine where your child wears a special birthday hat and we sing and celebrate together. We respectfully ask that families refrain from bringing in any sweets or gifts on these occasions. Thank you.

SMS broadcast

At times throughout the year, Greenbrook Kindergarten uses an SMS broadcast service for communication with families. For example working bee or emergency management notifications. Please provide an appropriate mobile number for this service on your enrolment form. This is an automated message service and cannot accept reply messages.

Excursions & incursions

During the year in/excursions may be arranged as a further extension of the existing kindergarten curriculum. You will be informed when your child's group is going to participate in an in/excursion. Permission slips and risk minimisation plans will be sent home when required.

Storypark

We use a closed, online information sharing platform called Storypark.

Storypark is our main shared communication platform that enables all families to have real time access to their child's documentation, progress notes and photos as well as access to information about what is happening at kinder and in our community.

Storypark helps us to stop producing paper-based information to better meet our commitment to being environmentally friendly. Further information and permission forms are contained in your child's individual enrolment pack.

Health & hygiene

- Hand hygiene – The children will all be required to wash / sanitise their hands upon arrival at kindergarten, before and after eating, regularly throughout the session and after going to the toilet or using tissues to blow their nose.
- Please provide your own clearly labelled hand towel for your child to dry their hands after washing them. This towel must be taken home at the end of each session.
- To safeguard all children and to keep infections at a minimum, all children who are unwell **must** remain at home. This includes anyone with a temperature from 37.5c upwards, coughing, discoloured mucus discharge, sore throat or shortness of breath. In relation to Covid 19, staff will follow advice from the Department of Health and the Department of Education as well as procedures outlined in our Covid Safe Plan.
- Fees are still required to hold a place for extended absences including holidays and illness.
- We are required to follow guidelines from the DEECD (now known as DET) handbook "Staying Healthy".
- Please refer to the suggested healthy food lists for snacks and lunch given out in the enrolment pack.

Policies

As part of our funding and service agreement, the kindergarten is required to create and maintain relevant policies. The purpose of policies is to formalise behaviours and processes, appropriate to given circumstances. Policies provide a uniform approach to problem resolution, which can be carried over from one year to the next.

Greenbrook Kindergarten has adopted a number of policies which are available for you to read and may be found in the 'POLICY FOLDER' in the kindergarten foyer and on our website.

The kinder has specific policies regarding Asthma, Epilepsy, Diabetes and Anaphylaxis. If your child suffers from either we require a current Management Plan / Anaphylaxis action plan which must be signed by your doctor (blank plans are available from staff). We will also provide you with a copy of the Asthma and Anaphylaxis policies as well as any other policies that may be relevant.

Photographs / Videos / Online Privacy

Background information

Photographs and videos are classified as 'personal information' under the [Privacy and Data Protection Act 2014](#). On the kindergarten enrolment form parents / guardians will be asked to consent to photos / videos being used.

Photographs/videos taken by staff

Staff at the service may take photographs/videos of children as part of the program. These may be displayed at the service, on the Greenbrook Kindergarten website/social media / APP based platforms such as StoryPark or placed in the service's publications or promotional material to promote the service, or for any other purpose aligned to the service's business operations. Some staff may use learning journals in which photographs are included.

When the photographs/videos are no longer being used, the service will destroy them if they are no longer required, or otherwise store them securely at the service. It is important to note that while the service can nominate the use and disposal of photographs they organise, the service has no control over those photographs taken by parents/guardians of children attending the service program or activity.

Group photographs/videos taken by parents/guardians

Parents/guardians may take group photographs/videos of their own child/children at special service events such as birthdays, excursions and other activities. Parents must ensure that where the photographs/videos include other children at the service they are sensitive to and respectful of the privacy of those children and families in using and disposing of the photographs/videos.

Photographs taken by a photographer engaged by the service

A photographer may be engaged by the service to take individual and/or group photographs of children. Information will be provided in written form to parents/guardians prior to the event and will include the date and the photographer's details.

Photographs/videos for use in newspapers, Greenbrook Kindergarten website and other external publications

The permission of parents/guardians of children will, on every occasion, be obtained prior to a child's photograph being taken to appear in any newspaper/media or external publication, including the service's newsletter, publications and website.

Photographs/videos taken by students on placement

Students at the service may take photographs/videos of children as part of their placement requirements.

Access to photographs/videos

Access to any photographs or videos, like other personal information, is set out in the service's [Privacy and Confidentiality Policy](#), which is available on our website.

Head Lice / Head Lice Checks

Greenbrook Kindergarten is aware that head lice infestation can be a sensitive issue and is committed to maintaining children's confidentiality and avoiding stigmatisation at all times. However, management of head lice infestation is most effective when all children and their families actively support our policy and participate in our screening program.

All inspections will be conducted in a culturally-appropriate and sensitive manner, and information about why the inspections are conducted and the benefits of preventing infestations will be explained to children prior to conducting the inspections.

Only the Nominated Supervisor or an external person approved by the service, such as a nurse employed by the local council, will be permitted to carry out inspections on children at the service. Where there is concern about a potential infection, each child's hair will be inspected for the presence of head lice or lice eggs.

Where live head lice are found, Greenbrook Kindergarten will notify the parents/guardians and will provide them with relevant information about the treatment of head lice. Other families will be provided with a notice to inform them that head lice have been detected in the group and to encourage them to be vigilant and carry out regular inspections of their own child.

Please note that while head lice do not spread disease, they are included in the *Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts* published by the Department of Health and Human Services (DHHS) which defines the minimum period of exclusion from a children's service for children with infectious diseases. According to this table, where a child has head lice, that child must be excluded until the day after appropriate treatment has commenced.

Road safety & safe transport information

- **Walking to and from kindergarten** is a great way to spend time with your children and encourage safe and healthy road safety behaviours.
- **When walking, practice** how to cross the street safely, how to walk on the footpath safely and how to use the basic elements of Stop, Look, Listen & Think. Always hold your child's hand while walking.
- **When riding your bike to kindergarten** make sure your child is wearing a correctly fitted helmet. Plan your route, so you can ride safely. Use pedestrian and school crossings and be aware of vehicles using the roads and exiting / entering driveways and car parks.
- **When driving to kindergarten** always ensure that your child is seated in a correctly fitted, approved child restraint for their age.

- **40km Speed limit** – when driving to kindergarten, please observe the 40km per hour speed limit in the surrounding streets.
- **The kindergarten carpark** is often very busy, as it is shared with the primary school and council reserve. When entering / exiting the carpark, we ask that you are aware of pedestrians walking in this area.
- **When walking though the carpark** before or after kindergarten please ensure you always hold your child's hand!
- **If the carpark is full** and you park on the street, please ensure that your child uses the 'Safety Door' (rear passenger door closest to the kerbside) to exit and enter the car.

Smoking

Greenbrook Kindergarten aims to provide it's employees, children and other users of the pre school with a healthy work environment. **Smoking is not permitted** anywhere within the pre school, playgrounds or on the premises or within 10 metres of an open window.