



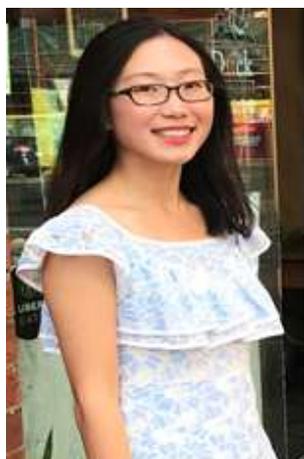
Nara Pre-School

**FOUR YEAR OLD PROGRAM
INFORMATION BOOKLET**



TEACHER EDUCATOR: Jingyi

ASSISTANT EDUCATOR: Louise





WELCOME

We welcome you to Nara Pre-School. Nara is part of the **bestchance** Kindergarten Cluster. This will be an exciting year, both for your child and your family. Our program is play-based, open ended and child centred, focusing on the needs and interests of the children, providing them with a wide range of learning experiences where they can explore, discover and develop in a warm and supportive atmosphere and environment. The staff for Four Year Kindergarten comprises of Jingyi (Teacher Educator), Louise (Assistant Educator).

CLUSTER MANAGEMENT

The kindergarten is managed by the **bestchance** Kindergarten Cluster who is the “Approved Provider” accountable to the Department of Education and Training (DET).

PARENT ADVISORY GROUP

Families can choose to actively engage with their kindergarten and the kindergartens Early Years Management organisation **bestchance** by participating in the Family Advisory Group (PAG). The PAG provides families with the opportunity to enhance their child’s kindergarten experience and connect with the broader community. All families are welcome to be part of the PAG.

SESSION TIMES

Group	Session 1	Session 2	Session 3
Red Group	Monday 11.30am – 4.30pm	Tuesday 8.30am – 1.30pm	Wednesday 8.30am – 1.30pm
Blue Group	Monday 11.30am – 4.30pm	Tuesday 8.30am – 1.30pm	Friday 8.30am – 1.30pm
Yellow Group	Monday 11.30am – 4.30pm	Thursday 11.30am – 4.30pm	Friday 8.30am – 1.30pm
Orange Group	Wednesday 8.30am – 1.30pm	Thursday 11.30am – 4.30pm	Friday 8.30am – 1.30pm
Grey Group	Tuesday 8.30am – 1.30pm	Wednesday 8.30am – 1.30pm	Thursday 11.30am – 4.30pm

The hours and session times for the 4 year old program are split into 5 groups. Each group attends fifteen (15) hours per week.



TERM DATES 2017

Term 1	29 th January 2018 (staff only) – 29 th March 2018 (<i>staggered start timetable to be advised</i>)
Term 2	16 th April 2018 – 29 th June 2018
Term 3	16 th July 2018 – 21 st September 2018
Term 4	8 th October 2018 – 21 st December 2018 (staff only)

A staggered start timetable will operate for the first few weeks of Term 1. Each family will be advised of their orientation, interview and starting dates and times. Please contact the bestchance early years management office regarding all questions related to enrolments on 8562-5153 or email enrolments@bestchance.org.au

Kinder Closure Days in 2018 during the term dates:

Date	Details
12 th March	Labour Day
30 th March	Good Friday
25 th April	ANZAC Day
11 th June	Queen's Birthday
6 th November	Melbourne Cup Day

Fee Subsidy Categories

The Victorian State Government offers assistance in the form of a fee subsidy to promote participation in kindergarten and to make kindergarten fees affordable for families in the following categories:

- The child is identified by the family carer or legal guardian as Aboriginal and/or Torres Strait islander
- Commonwealth Health Care Card
- Commonwealth Pensioner Concession Card
- Department of Veterans' Affairs Gold Card or White card
- Refugee Visa - subclass 200
- In-country Special Humanitarian Visa – subclass 201



- Global Special Humanitarian Visa – subclass 202
- Temporary Humanitarian Concern Visa - subclass 786
- Protection Visa – subclass 866
- Emergency Rescue Visa – subclass 203
- Woman at Risk Visa – subclass 204
- Bridging Visas A-E
- The child is identified on their birth certificate as being a multiple birth child (triplets or more)

The fee subsidy will enable families who hold one of these concession cards to access kindergarten at low or no cost. If the Health Care Card/Pensioner Concession card expires during 2018 and new card details are not provided when requested, full fees will apply. Families who are eligible are required to show the relevant card/information to the Nominated Supervisor at the kindergarten for record keeping.

WHY IS KINDERGARTEN IMPORTANT?

Kindergarten is often the first year of your child's formal education journey. Learning in the early years lays the foundation for ongoing learning and sets children on a positive path for school.

At kindergarten, children learn through play. The play based learning experiences enable children to explore and investigate ideas, while developing qualities such as sharing, independent thinking, confidence, negotiating, respect for others, cooperation, turn-taking and expressing emotions.

Our indoor–outdoor program provides opportunities for children to develop their physical, language, social, emotional, and cognitive skills on their own terms, in their own time, in their own unique way. These skills will assist your child throughout their life.



As parents/grandparents/carers, you are the key to their learning process and know your child best. We strive for families and staff to work together in providing meaningful and relevant learning experiences for the children.

“Play turns out to be so stunningly essential to childhood, it’s like love, sunshine and broccoli all juiced together.” – Lenore Skenazy



NARA PHILOSOPHY

At Nara we believe a quality learning environment is where children are empowered to explore and discover through play, where children’s creativity, imagination and collaboration are fostered through a holistic approach. We see children as competent and capable learners and hold high expectations for each child’s learning.

We believe play provides the opportunity to expand their world, to identify and solve problems that are relevant and meaningful. We believe in providing children with opportunities to visit and revisit experiences, giving them time to develop and build their skills.

A rich and engaging learning environment draws on each child’s interests, strengths and their individual and family experiences. It incorporates materials that are open ended, challenging and represent the children’s family, community and the natural environment.

We believe each child should feel they are a valued member of the group and an active participant in the program. We believe that a strong partnership between children, families, the community and educators enhances the sense of belonging and opportunities for learning for all.



We believe that educators should constantly analyse and reflect on children's learning and their teaching practices. They should support and scaffold children's learning and help them work towards the learning outcomes from the Australian and Victorian Early Years Frameworks.

FIRST DAYS AT KINDERGARTEN

Educators try to make starting kindergarten positive and welcoming as possible by beginning the year with a staggered orientation period. This allows the children and educators to get to know each other and learn the basic routines in a comfortable and relaxed setting. Your child is entitled to access a minimum of 15 hours of kindergarten per week (or 600 hours per year).

However, when attending a kindergarten program for the first time, children may benefit from a 'staggered start' to the 15 hour timetable. This means that children can begin kindergarten in a smaller group for shorter periods of time initially. Children come to kindergarten with different needs and experiences. If the staggered intake timetable provided does not suit your child or your family needs, please discuss your preferences with the educators.

We are committed to working with families to ensure that starting kindergarten is a positive experience that meets the needs of all children and families.



WHAT TO BRING TO KINDERGARTEN

A reasonably sized bag or backpack containing:



- Water in a labelled drink bottle. Please
No milk, juice or cordial
- Lunch in a labelled lunch box.



- Sunhat during the summer months – wide-brimmed, legionnaire's style or bucket hats are suitable. Please ensure hat is labelled.
- Warm clothes that include a rain coat, jacket and beanie, during the winter months. Please ensure clothes are labelled.



- A full set of spare clothes including underwear and socks.
- A cloth bag for taking kindergarten library books to and from Nara. This bag should be approximately 30cm by 45cm with a press stud or Velcro fastening at the top. (Library operates in Terms 2 and 3 only). Please ensure the bag is labelled.



Please note: Nara supplies smocks and hand towels for children's use.



HEALTHY EATING

We are a kindergarten that promotes healthy eating. We encourage healthy foods at kindergarten. Therefore, foods that are highly processed, contain sugar and classified as “sometimes foods” (honey, jam, hundreds & thousands, chocolate yoghurt, LCM bars) are not recommended as healthy lunches.

Listed below are some examples of healthy options:

- A wholegrain-bread sandwich – no nut or egg fillings. e.g. vegemite, ham, cheese and salad
- Yoghurt



- Plain biscuits and cheese or dips such as hummus, along with pita or crackers and vegetable sticks
- Fruit/vegetables - fresh , stewed fruit in natural juice (not in jelly), dried fruit or fruit bread



- Sushi rolls
- Wraps/Pita bread pockets or Turkish bread with lean meat and/or salad



- Hot foods in a Thermos



- Dishes that can be eaten cold, rice or noodle salad.



These are only limited suggestions and examples, if you need more ideas please talk to the educators.

Children in the 4 year old program need to bring a packed lunch and drink bottle of water clearly labelled with your child's name. Please be aware that we have children who have **ALLERGIES** and are at risk of **ANAPHYLAXIS** so we request that food containing **NUTS** and **EGGS** are not included in your child's lunchbox.

Please support the Kindergarten in promoting healthy eating choices. Please avoid foods such as fruit bars, fruit roll ups, packets of chips, sweet biscuits or cakes.

PROGRESSIVE MEAL TIMES

At Nara the educators provide children with opportunities to exercise their independence at meal times. The program includes a progressive lunchtime schedule, where the meal table is available for an extended period of time for small groups of children. The children choose to eat when they are hungry and ready, rather than being required to eat according to a regimented timetable. The children are regularly reminded/encouraged to eat during the session, especially half way through and an hour before the end of a session. The daily indoor and outdoor program remains available during this time.

CLOTHING

Kindergarten is a place for ACTION and learning by DOING.

Please send your children in clothes that are:

- easy to manage by your child
- comfortable to move in
- appropriate for climbing - including shoes with grip
- alright to get messy



In the warmer months children are required to wear a broad brim hat, legionnaire's hat or bucket hat and sunscreen in relation to our SUNSMART guidelines. (Usually this is between 1st September and 30th April.)

In the cooler months children will need a warm jacket and beanie and you may like to send gumboots and rain coat for outdoor play. Nara Pre-school is an **all-weather** kindergarten where children are free to explore the outdoor environment in suitable wet weather conditions. Our kindergarten provides many opportunities for children to engage in **messy play** as well.

We allow children to play outside without their shoes on, to allow them to experience sensory awareness, however we monitor the safety issues involved with them being barefoot.



DROP OFF AND COLLECTION

On arrival the parent/grandparents or carer must sign the attendance book with the correct time of arrival, plus write the name of the person who will collect your child at the end of the session. If a friend or relative is collecting your child at the end of the session, please fill in the attendance book accordingly. If this person is not on your list of contacts, please ask for an "Authorisation to collect child" form, which you can request from the educator or co-educator, complete the form and hand it to either educator.

If the person collecting a child is not known to staff, they will be required to have ID with them for educators to site. This list of authorised people must be up dated if you allow more people to collect your child.



At the end of the session you may come and join in with your child at the experience they are engaged in and spend some time finishing up the session with them.

It is extremely important to pick up your children on time as they may get distressed if they are the only one left at the centre.

When running late to collect your child, please **contact Nara by telephone on 9807-5250** to notify staff of this situation. It is a good idea to have this number saved in your mobile phone on the chance that it might come in handy one day.

Please note there may be a Late Collection Fee when a family/carer is consistently more than 5 minutes late to collect their child/children from their session. Please refer to the Nara Fees Policy for further information.

Please note if you have children who attend both 4 year old kindergarten and 3 year old kindergarten you are able to utilise the space in the foyer to wait in between session times. You are unable to access the playroom during this time, as the educators will be preparing the room for their next session.

FAMILIES ARE PART OF OUR PROGRAM

Our longstanding sense of community is supported by families being actively involved at Nara. There are a number of different ways that you can be involved in our community.

Stay and Play

Family members are welcome to stay for any part of a session that suits them. The stay and play family member/carer stays for the time they wish and spends time interacting with the children. This provides a wonderful opportunity for the family member/carer to share their child's kindergarten experience with them and to observe him/her in the kindergarten setting.



Stay and play can come in many forms. You may choose to do some cooking, gardening, cleaning or playing a game or reading with the children, or assisting educators with any specific activities or tasks.

Laundry Roster

Each Monday, Thursday and Friday, a family is asked to wash the smocks, towels and other miscellaneous items from kindergarten. A volunteer roster will be displayed in the bathroom.

CHILDREN'S BIRTHDAYS

Birthdays are an important celebration and we like to acknowledge this special day at kindergarten. If you wish to, you may bring individual cakes to be shared with the children. Many families choose their child's birthday as their stay and play day so they can share that celebration together.



If you do not wish for your child to have treats provided by other families, for any reason, please consider providing an alternative for your child to enjoy on these special occasions. We are able to keep a small number e.g. 4-6 small items in the freezer or cupboards at one time, please ensure they are suitably labelled.

HEALTH

If your child is ill, please keep him/her at home until they are fully recovered. If your child has an infectious disease please notify the kindergarten and follow the School Exclusion Guidelines (DET).



MEDICATION

Medical conditions (Anaphylaxis/Asthma/Diabetes/Epilepsy/Allergies etc)

If your child has a diagnosed medical condition or allergies (Asthma, Anaphylaxis, Allergies to Nuts etc) you must provide a Medical Management Plan in consultation with your doctor.

Please arrange for the appropriate form for the Kindergarten.

Medical Management Plans and any required medications need to be provided to the educators prior to children starting at Kindergarten or your child is unable to stay.



A Risk Management Plan will be developed regarding the best way for the Kindergarten to minimise your child's risk whilst at Kindergarten. This will be done by the Educator in consultation with you.

Medication

Medication provided by families for their child is stored securely at the kindergarten.

Medication will only be given to children if the medicine is provided in its original container with the child's name and within the use by date. Under no circumstances should medication be left in a child's bag. Please tell the educator if your child has medication with them at Kindergarten.



SUN SCREEN AND SUN HATS

From September until April we implement our Sunsmart Policy, please apply sunscreen to your child **before** they come to kindergarten. Staff will ensure that sunscreen is reapplied between 2½-3 hours after the commencement of the 5 hour session (when necessary) and ensure that sunhats are worn. If your child is sensitive to the sunscreen provided by Nara, families are required to provide a suitable sunscreen to Nara for their child to use.

Please make sure your child brings a hat, named, every session during this period. It works best if you leave a kindergarten hat in your child's bag, at all times.

If you are participating in "Stay and Play" we ask that you be a role model to the children and wear a sun hat when participating in the outdoor environment at Nara.

For the summer months children are required, as part of our Sun Protection Policy, to have their shoulders covered at all times.

MONEY

During the year there will be a number of fundraising events which you may choose to participate in. The preferred payment option for these events is by Internet Banking Direct Debit or by cheque. Whenever you are making a payment, please provide an envelope with your child's name, group and purpose for the payment (event name) and place it in the locked white box on the wall in the classroom.



COMMUNICATION

There is a pocket for each family located in the bathroom. This is one of the main sources of communication between the kindergarten and home. Please check your pockets before and after each session. We also may send newsletters and other communications by e-mail and encourage families/carers to take advantage of this efficient method of communication.

Throughout the year, the educators will be compiling a portfolio regarding your child's experiences at kindergarten. This portfolio will be added to on a regular basis. You are encouraged, to take some time to read your child's portfolio and add contributions to it. Portfolios may be taken home but must be returned back to kindergarten. Should you wish to do this, please let an educator know, so they know where the portfolios are at all times. Portfolios will be presented to families at the end of the year for the children to keep and reflect on.

POLICIES AND PROCEDURES

The policies of this kindergarten are written to reflect the requirements of the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and the Victorian Kindergarten Guide 2016.

If families wish to refer to any policies, they may wish to contact an educator and request either a printed or emailed version.

CONTACTING EDUCATORS

Should you wish to discuss your child's kindergarten experience or any part of the program, the educators are available to discuss these queries with you. Please feel free to talk to your educator anytime you have any concerns about your child. Short conversations are best to initiate with your educator at the start or end of a session. You may arrange a meeting or a phone call should you wish to discuss matters privately or for further discussions.

Interpreters are available for parents/careers who feel more comfortable speaking in their first language.



COMPLAINTS AND CONCERNS

All families are encouraged to direct any concerns, complaints or feedback to their child's teacher or the Nominated Supervisor at the kindergarten.

You can also speak the **bestchance** Kindergarten Cluster Management Office on 8562 5153 and ask to speak to either:

- A kindergarten program coordinator; or
- A team leader; or
- The Program Manager

Alternatively you can contact the Department of Education and Training on 1300 307 415.

GENERAL

Donations of items for our kindergarten are greatly appreciated. We are happy to consider a variety of donated items.

FRAMED PHOTO

A framed photo of your family would be gratefully appreciated. Family photos will be displayed throughout the year and returned at the end of the year. This is a way of linking home with Kindergarten and also helps the children with the settling in process.

We look forward to an exciting year with you in 2018!

Sincerely,

Jingyi & Louise