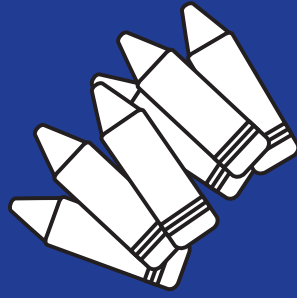


Gordon Street Pre - School



Parent Handbook 2023





contents

3 Welcome	16 What to Bring
4 Key Dates	16 Waste
5 Staggered Sessions	16 Show and Share
6-7 Our Staff	17 Clothing and Uniforms
8 Our Philosophy	17 Summer and Winter
9 Enrolments + 'Free Kinder'	18 Birthdays
10 The Program	18 Illness and immunisation
10 Values Embedded into the Program	19 Library
11 Pre-School Curriculum	19 Dogs
12 Child Safety	19 Notices and Pre-School News
12 National Quality Framework	20 Parent Help
13 Your Child's Progress	21 Parent Helper Briefing sheet
13 The Responsibilities of our Teachers and Educators	22 Laundry
14 Environment and Sustainability	22 Working Bees
14 Kitchen Garden Program	22 Fundraising
14 Incursions and Excursions	23 Committee of Management
15 Arrivals and Departures	24 Policies and Procedures
15 Settling your child into Pre-School	24 Reconciliation Action Plan
	24 Emergency/Evacuation
	24 Disclosure of personal and Health Info
	25 Department of Health and Human Services Exclusion Table



Welcome to Gordon Street Pre-School

We welcome you and your child to Gordon Street Pre-School. We trust that your child will feel happy and secure in our Pre-School environment and be stimulated by the variety of activities and learning experiences we provide.

This booklet has been put together for your convenience. It contains important information to help you understand the way our Pre-School operates and what is expected from you as a parent. Please read it carefully and put it somewhere safe, so that you can readily refer to it.

For some children, the introduction to Pre-School is their first opportunity to socialise with a large group of their peers.

From the secure world of home, they step into a new environment where they begin to learn the fundamental rules of COLLABORATIVE PLAY, preparing them for many of the challenges that lie ahead.

By parents, staff and children working together, we aim to make this time of transition a happy one.



Gordon Street Pre-School
17 Gordon St Beaumaris 3193
Phone: 9583 6180
W: www.gordonstreetpreschool.org.au
E: gordon.st.kin@kindergarten.vic.gov.au

3yearold.gordon.st@kindergarten.vic.gov.au
4yearold.gordon.st@kindergarten.vic.gov.au

2023 Key Dates

Timetable

	3 Year Olds 	4 Year Olds 
Monday	9.15am-2.15pm	
Tuesday		8.30am-4.00pm
Wednesday	9.15am-2.15pm	
Thursday		8.30am-4.00pm
Friday	9.15am-2.15pm	
No. of Children	22	28
Weekly Hours	15	15

Term Dates 2023

Term 1: 27 January to 6 April

Note: Children commence from 1 February

Term 2: 24 April to 23 June

Term 3: 10 July to 15 September

Term 4: 2 October to 20 December

Note: Last day for children: 3YO - 18 December, 4YO - 14 December due to clean up

Public Holidays

Gordon Street Pre-School will be closed on the following dates and public holidays, that fall outside of the school holidays;

Monday 13th March	Labour Day
Friday 7th April	Good Friday
Monday 10th April	Easter Monday
Tuesday 25th April	Anzac Day
Monday 12th June	King's Birthday
Tuesday 7th November	Melbourne Cup Day



Staggered Sessions

The year will start with shorter sessions to enable the children to build confidence and find their feet in the kinder program.

STAGGERED SESSIONS – Rainbow Lorikeets (3 YEAR OLD)

Wednesday 1st February Meet and Greet

- Group 1 session time is 9.15am – 10.15am
- Group 2 session time is 10.45am – 11.45am

Parents attend with children.

Friday 3rd February

- Group 1 session time is 9.15am – 10.45am
- Group 2 session time is 11.00am – 12.30pm

Only children attend (bring snack & water bottle).

Monday 6th February

- Group 1 session time is 9.15am – 11.15am *Only Children attend (bring snack & water bottle)*
- Group 2 session time is 12pm – 2pm *Only Children attend (bring lunch & water bottle)*

Wednesday 8th and Friday 10th February

- All children attend - 9.15am-12.15pm (3hrs)

Only children attend (bring snack & water bottle).

Monday 13th and Wednesday 15th February

- All children attend - 9.15am-1.15pm (4hrs)

Only children attend (bring snack & water bottle).

Normal session times begin from Friday 17th February (9.15am – 2.15pm) for all 3YO group children (bring snack, lunch & water bottle).

STAGGERED SESSIONS – Crimson Rosellas (4 YEAR OLD)

Thursday 2nd February Meet and Greet

- Group 1 session time is 9.15am – 10.15am
- Group 2 session time is 11.15am – 12.15pm

Parents attend with children.

Tuesday 7th February

- Group 1 session time is 8.30am – 12.00pm (3.5 hrs)
- Group 2 session time is 12.30pm – 4.00pm (3.5 hrs)

Only children attend (bring snack & water bottle).

Thursday 9th February

- Group 1 session time is 8.30am – 12.00pm (3.5 hrs)
- Group 2 session time is 12.30pm – 4.00pm (3.5 hrs)

Only children attend (bring snack & water bottle).



Normal session times begin from Tuesday 14th February 8.30am – 4.00pm for all 4YO group children (bring snack, lunch & water bottle).

Our Staff: Crimson Rosellas



Marni Wightman

Director, Nominated Supervisor, Educational Leader
and Teacher of the Rosella Group

I believe early childhood experiences set the foundation for a love of learning and shape the way a child sees the world in which they live in. I love that saying – ‘it takes a village to raise a child’. This is so true. At Gordon St we value strong partnerships with families and the community to give children the best possible start to their education. When children feel safe, secure, supported and valued, learning comes so naturally. Providing a rich culturally sensitive educational play-based program is so important for children to help foster their development and discover their own interests, abilities and limitations. I believe in embedding First Peoples perspectives into the program and empowering children to develop an appreciation of living and learning with nature. It is important for children to feel a sense of belonging, build on their friendships and express themselves freely.

I am very privileged to be part of the GSP educator team since 2010, and so grateful experiencing the pleasure of being connected to our kindergarten community during the years of when both my now adult children attended GSP as “kinder kids”

I love being involved with your little treasures in every aspect, as they are inquisitive, social, creative and playful, with the most rewarding aspect of their personalities being informative as I learn from them too. I believe that children come to pre-school as strong, capable and resourceful learners who are constantly curious about the world around them and as an educator I am committed in supporting every child’s planning and development. I feel privileged to be sharing in your child’s development and embarking on this journey together with the families of Gordon Street Pre-School.



Dawn La Cava
Educator



Tahli Howard

Educator

After having my son Kye, I started researching Early Childhood courses and enrolled in my Diploma. After working in the industry I had really found my passion in working with children and allowing them to grow.

I love all things creative and enjoy allowing the children to fully express themselves through different mediums. I find that in allowing children to be the decision makers through their education, they are more engaged and excited to explore and learn new things. The kindergarten age is such a beautiful age range to experience. I love this age, as the kids are just starting to experiment with who they are, their likes and dislikes and their values. It's amazing to be able to nurture this and watch them grow into confident small humans going into primary school.

This is my fourth year at Gordon Street and I couldn't be more excited to become a part of the family and build new relationships with all the children this year. Hope to meet you all very soon!

Our Staff: Rainbow Lorikeets

Michelle Williams Teacher



I joined Gordon Street Preschool in 2020 as the 3 year old group educator. I have over 15 years experience as an educator both in Melbourne and also in London and I have a special interest in working with children with additional needs

I currently also work with Yooralla. I live in Beaumaris with my husband and 3 children.

It is an absolute privilege to work with young children, to share in their education journey and to work in partnership with their families. Each child is an individual and my play based program is designed to nurture each child and ensure they feel safe and supported in the kindergarten environment.

My objective is to guide them into the next stage of development with growing confidence in themselves and an enthusiasm for continued life long learning.

I love to see the children's curiosity and sense of wonder about the world around them. In the 3 year old program we love to have fun with the children, following their interests, singing and dancing and enjoying their introduction into the kindergarten years.



Olivia Wightman Educator

Having been part of the Gordon Street Community with my daughter, it is an honour to be back here as part of the education team.

I am passionate about early education and providing secure, respectful and reciprocal relationships with all children. I believe if a child feels safe and nurtured the possibilities for fun, play and learning are endless.

Three year olds are a constant source of delight and wonder and each is unique in their own way. What a privilege it is to watch them grow and to provide an inspiring environment in which they thrive.



Our Philosophy



At Gordon Street Pre-School we acknowledge the Bunurong people of the Kulin Nation who are the traditional custodians of the land. We respect and celebrate our Indigenous heritage. We lay the foundations for a meaningful understanding of Aboriginal and Torres Strait Islander people and their culture by embedding their culture in every area of our program. We believe in creating a connection with country and aim to live and learn sustainably.

At Gordon Street Pre-School we believe:

- that children learn most effectively through a meaningful play-based program that is developmentally and age appropriate, based on the Victorian Early Years Learning and Development Framework's Practice Principles and Learning Outcomes.
- that all children who come to Gordon Street Pre-School have a right to feel safe and be safe. The welfare of the children in our care will always be our first priority and we have a zero-tolerance approach to child abuse.
- in giving children a sense of ownership of the program; each child is naturally curious and learns through trial and error. We therefore focus on open-ended activities where the children can freely investigate, explore, take risks and challenge themselves.
- in the importance of developing communication skills at a young age and understand that children express themselves creatively in many ways.
- that families are the most important source of information regarding their children's lives and that our relationship with each family is the cornerstone of our practice. We encourage families to get involved with their child's learning journey and we work as a team to ensure the best outcomes for the child.
- in respecting and appreciating each other and the environment, by encouraging children to respect nature and understand the importance of sustainability. We encourage them to explore their outdoor environments and discuss the interrelationship of the land and its animals and people.

At Gordon Street Pre-School we celebrate diversity. We are committed to the inclusion of all children in all ways of learning, embracing their strengths, abilities, culture, gender and family structure. Gordon Street Pre-School is committed to the principles of cultural safety and inclusion of Aboriginal children, children belonging to a culturally and/or linguistically diverse background, and children with disability, and we recognise that these principles support the safety of all children.

Enrolments

Gordon Street Pre-School is a member of Bayside City Council's Central Registration System. Please contact our Enrolment Coordinator or Bayside Council for further information.

4 Year Old Program (Crimson Rosellas)

- Children must have turned four by 30 April in the year of attendance.
- All places are offered subject to Government funding. Should the funding be substantially altered (either increased or decreased), the Committee reserves the right to alter the number of places offered accordingly.
- The Pre-School will maintain a maximum of 28 children per 4 year old group.
- In 2023 the 4 year old program is Government funded for 15 hours per week. Children are entitled to one year of 4 year old program only due to funding conditions.

3 Year Old Program (Rainbow Lorikeets)

- Children must have turned three by 30 April in the year of attendance. Children cannot attend pre-school until they turn 3.
- The Pre-School aims to maintain 22 children in the 3 year old group.
- In 2023 the 3 year old program is Government funded for 15 hours per week. Children are entitled to one year of 3 year old program only due to funding conditions.

' Free Kinder '

In 2022, the Victoria Government announced a 'Free Kinder' subsidy for 2023. Kindergarten services had the option to opt in, or out, of receiving this subsidy. Kindergartens that opted in would received \$2,500 annually per enrolled child and offer 15 hours of 3 year old or 4 year old program free to families. Unfortunately, this subsidy falls short of Gordon Street Pre-School's normal term fees by \$600 per child, per annum.

As a single room, not for profit community kindergarten, our fees were calculated in order to cover the operational costs to offer our diverse and quality kinder programs. Under the 'Free Kinder' subsidy, Kinders can not charge any additional fees to families. This leaves Gordon Street Pre-School with a potential loss of \$600 annually per enrolled child or an overall loss of over \$30,000 in 2023.

Regardless of the potential loss our kinder faces in 2023, our Committee of Management voted to opt in to 'Free Kinder'. They felt this was the overall expectation of our community and wanted to offer this savings to our 2023 families.

'Free Kinder' will be free to families in 2023 but will come at a cost to Gordon Street Pre-School. We are currently looking at ways to decrease our costs next year without compromising the kinder programs we currently offer.

To offset our potential loss we will be asking families for a one off voluntary contribution of \$500 at the start of the kinder year. This is completely voluntary and will not be asked of families with concession cards. We will also be refunding the \$100 enrolment fee to families at the end of Term 1, 2023. This is to ensure the fee is not refunded to families that do not commence the year with us.

The Program - Learning Through Play.



Our program at Gordon St Pre-School is developed around the children's interests, abilities, cultures, needs and connection with the land. It is a reflective, live document that changes daily and incorporates the five early years learning and development outcomes for children with individual and group goals. Programs are communicated through EDUCA and parent input is greatly appreciated.

Values embedded into our program

Throughout the year, the staff will encourage children to adopt some simple values:

- Respect the land
- Reduce, reuse, recycle
- Borrow-Use-Return
- Listen to others
- Respect and value all cultures
- Respect and value all abilities
- Use kind words and gentle hands
- Be empowered about your rights
- Participate in decisions affecting you



Pre-School Curriculum

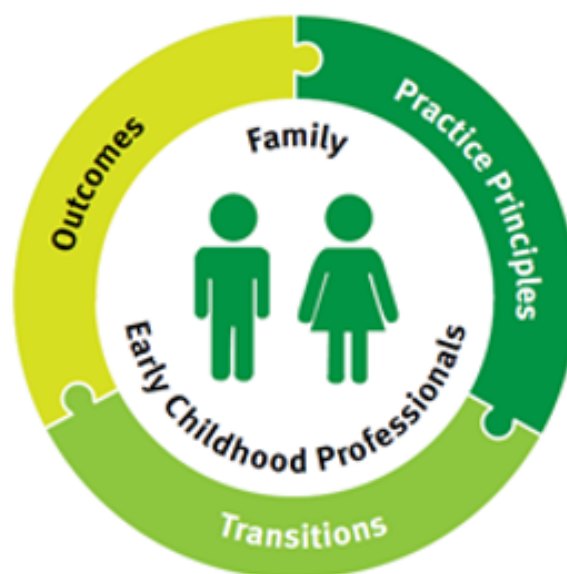
VICTORIAN EARLY YEARS LEARNING AND DEVELOPMENT FRAMEWORK “VEYLDF” (2009)

We teach in accordance with The Victorian Framework. During the period from birth to eight years, children experience more rapid brain development and acquire more skills and knowledge than in any other period in their lives.

The vision and purpose of the VEYLDF is to guide early childhood professionals in a collective effort with families toward the achievement of the nationally agreed Early Years Learning Outcomes (Early Years Learning Framework for Australia, 2009) where children:

- have a strong sense of identity
- are connected with and contribute to their world
- have a strong sense of wellbeing
- are confident and involved learners
- are effective communicators.

The VEYLDF describes each of these Outcomes for children from birth to eight years, linking the learning outcomes from the Early Years Learning Framework for Australia to the first three levels of the Victorian Curriculum F-10. The Outcomes provide a shared language for all early childhood professionals and families to use when planning for children’s learning and development.



Child Safety

Gordon St Pre-School is committed to child safety and has a zero tolerance approach to child abuse. Gordon Street Pre-School is bound by the **Child Safe Standards** and the **Reportable Conduct Scheme**, overseen and monitored by the Commission for Children and Young People. The Child Safe Standards provide a framework for organisations to develop policies, procedures and strategies that embed a culture of child safety into everyday thinking and practice. The Reportable Conduct Scheme is focussed on worker and volunteer conduct and how organisations investigate and respond to suspected child abuse. The scheme aims to improve organisational responses to suspected child abuse. More information about Gordon Street Pre-School's obligations, including mandatory reporting requirements, can be found on the Commission for Children and Young People's website: <https://ccyp.vic.gov.au/>



National Quality Framework

This framework is the result of an agreement between all Australian governments to work together to provide better educational and developmental outcomes for children using education and care services. It raises quality and drives continuous improvement and consistency. It applies to most long day care, family day care, kindergarten and outside school hours care services.

As a result our pre-school has a working document that shows our strengths and what we think are our areas for improvement. This is called our "Quality Improvement Plan" or "QIP". We will always be asking parents how we can improve our program as we seek to continuously improve our service.

We were assessed in 2022 by the Department of Education and Training as to how we perform against the National Quality Framework. This involved an assessor spending a day observing our preschool in session. We are so pleased to advise we received an "Exceeding" rating for our assessment. This rating aims to help promote transparency and accountability and help parents assess the quality of education and care services available.



GORDON STREET PRE-SCHOOL
for achieving an overall rating of
★ **EXCEEDING THE NATIONAL QUALITY STANDARD** ★

Your child's progress

The time your child will spend at Pre-School is an important stepping stone for his/her educational future. Developmental progress is therefore carefully monitored under all five learning outcomes in the Victorian Early Years Learning and Development Framework.

Individual records are kept by both three and four year old educators and you are invited to access these, by appointment, at any time.

All parents will have the opportunity to have a parent - educator interview mid-year. You can also discuss the progress of your child with their educator during your parent duty session, and you can contact the Pre-School to arrange an appointment if you wish to discuss your child's progress outside of these times.

If you have any queries or concerns about your child, please speak to the educator as soon as possible.

The responsibilities of our Teachers and Educators



Our team at Gordon Street Pre-School focus on providing a safe and secure environment where children can develop strong social skills and a love for learning.

As Educators, they listen and then reflect so they can plan age-appropriate programs specific to individual needs.

They support children to learn life skills and provide opportunities to be successful in all developmental areas in partnerships with their families and the Victorian Early Years Learning and Development Framework (VEYLDF).

Environment & Sustainability

Sustainability is emphasised significantly and is a high priority within the program. Children are encouraged to participate in and be mindful of efforts to ensure our environment is cared for through various centre practices. We work together as a community, supporting sustainability, by recycling, reusing and participating in regular discussions.

Staff aim to raise awareness of the importance of healthy eating and a healthy lifestyle. Our vegetable garden gives the children the opportunity to plant, nurture, harvest and enjoy cooking and tasting experiences.

Gordon Street Pre-School has introduced the concept of “nude food” supporting our efforts to reduce landfill. Natural foods are encouraged. Please support our endeavours to create a healthier environment.

Gordon Street Kitchen Garden Program

The purpose of the Kitchen Garden Program is to introduce pleasurable food education to children during their learning years, in order to form positive food habits for life. Pleasurable food education emphasises the flavour as well as the health benefits of fresh, seasonal and delicious food. The children have the opportunity to plant, nurture and grow seasonal fruit and vegetables in the Pre-School’s vegetable garden. Then with the guidance of the educators and parent volunteers have the opportunity to cook a dish from what they have grown. It is expected that each child will cook once per term.

Incursions and Excursions

We will have wonderful incursions for all groups and two excursions for the Crimson Rosellas group, including our much loved Farm excursion.

These will vary from year to year depending on the children’s interests.

Permission slips will need to be completed by parents for excursions, and a risk assessment will be completed prior for viewing upon request.



Arrivals and Departures

Please ensure that you **sign your child IN** when you arrive at Pre-School, and that you **sign OUT** as you leave. To comply with the Department of Education and Training regulations, we must have an accurate record of all present at Pre-School during each session. Everyone can then be accounted for in the event of an emergency situation.

On arrival, wait with your child until a staff member greets you at the door. At the end of the session, children will be dismissed by the staff into your care. It is important that a staff member is aware of both your arrival and departure.

Children must be signed in and out and accompanied by a responsible adult that is authorised to collect your child, before and after the session. Ensure that all those authorised to collect your child from Pre-School, such as friends and carers, are listed on your child's enrolment form.

Remember: Staff can refuse to release your child unless they have written authority. Refer to our "Delivery and Collection of Children" Policy- found on our website <https://www.gordonstreetpreschool.org.au/parent-info-and-policies>

Please make staff aware of any special custody/access arrangements for your child (copies of any documentation regarding custody/access of your child will be required). If during the year there are any changes to the above arrangements, please notify the staff in writing.

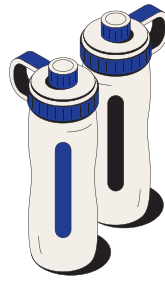
Settling your child into Pre-School

If possible, plan your time so that you don't have to rush to Pre-School. Take a minute or two to talk to the Educator and to look at what your child is doing. Pass on to the Educator anything that has happened on the previous day which has been of importance to the child.

When collecting your child, show an interest in what your child wants to share with you about his/her day at Pre-School.

Most children feel comfortable in the Pre-School environment. However, it is natural for your child to sometimes feel uneasy about mum or dad leaving, or joining a large group of children. Children react in many different ways. If your child is having separation problems, the staff will assist you and recommend how long you should stay with them, if it will be of benefit to your child. When it is time to say goodbye to your child, do so promptly, telling your child you will be back to pick him/her up soon. Never slip away without saying goodbye.

What to bring



Kindergarten bag

Each child must bring along a named bag or backpack suitable for storing belongings and to carry home art-work. Please keep a change of clothes in your child's bag, including underwear, shorts and t-shirt etc. Please ensure all of your child's belongings are clearly marked with his/her name. Ideal sized backpack is 45cm x 30cm.

Nutrition – snacks and water

Parents are asked to provide their child with a **snack and healthy lunch** in a named lunch box. Please also bring a named water bottle.

We promote healthy eating choices. Please avoid unhealthy snacks such as chips, lollies, sweet biscuits etc.

Due to an increasing number of children with life threatening allergies, we ask that NO NUTS or NUT PRODUCTS come into the Pre-School (including peanut butter and Nutella sandwiches).

We also ask that children do NOT bring Sushi, due to not being able to keep it at the right temperature.

Children will be encouraged to use their drink bottles during the session to stay well hydrated. Their drink bottles should only contain water (no milk or cordial).

Lunch boxes will be kept in your child's indoor locker until snack and lunch time. If something in the lunch-box needs to be kept cool please include an ice-pack in the lunch box.

Waste

We encourage our children to have positive environmental habits. The Pre-School has a strong preference for rubbish-free snacks, lunches and drinks – in other words, 'nude food'. All items coming to Pre-School should be in reusable, refillable containers. Please avoid packaged items, eg: squeeze yoghurt packs and cling wrap.

Show and Share

Children are encouraged NOT to bring toys to Pre-School. We do, however, often ask for items of interest relating to the program. The Show and Share Box is introduced in the Crimson Rosella's 4 year old program during Term 2.



Clothing

It is important to dress your child in comfortable, sensible clothing that allows them to run, climb and take part in messy play. Although we do provide smocks for messy activities, the best clothes your child can wear are old, comfortable clothes that they can manage themselves. Strong shoes or sandals that fasten or tie to provide secure motor control are essential.

Please, no thongs, crocs or long dresses as they are dangerous when climbing.

Please ensure clothing is clearly labelled with your child's name.

Uniforms

Gordon Street Pre-School t-shirts, windcheaters and hats are available for purchase online <https://eduthreads.com.au/collections/gordon-street-preschool>. While the uniform is optional, many children (and parents) enjoy having dedicated clothing for kindergarten.

Summer

Sun Protection

Sun hat: It is Pre-School policy that every child must bring a sun hat in their bag year round. Educators will check the UV index each day. If UV 3 or above hats will be worn and sunscreen applied every 2 hours.

Sunscreen: Please ensure that you apply sunscreen before you bring your child to Pre-School. According to kindergarten regulations we need to reapply sunscreen during the session. We will need for parents to sign a permission form for this. If your child has the need for a specific sunscreen due to allergies, please ensure it is included in your child's pre-school bag and advise the staff. Please refer to our Sun Protection Policy on our website: <https://www.gordonstreetpreschool.org.au/parent-info-and-policies>

Please ensure your child's shoulders are covered, t-shirts provide much more protection than dresses or tops with shoestring straps.



Winter

Coats: These are necessary during the winter months, as we do try to get outdoors unless the weather is inclement.

Footwear: If your child is wearing gumboots, please bring comfortable shoes for indoor use.

Birthdays

The children love to celebrate birthdays, and we will celebrate each child's birthday with songs and a special pretend cake. We also have a special birthday chair. **We request that you do not send any birthday treats to share with the group please.**



Illness

Please keep your child at home if he/she is not feeling well or shows any signs of infectious illness including Covid 19.

Ring the kinder on 03 9583 6180 and inform the staff of the reason for your child's absence.

If your child becomes unwell whilst at Pre-School, we will make all attempts to make your child comfortable and you will be notified immediately. In regard to infectious and communicable diseases, a table is on display at the end of this book listing the current minimum periods of exclusion from Children's Services Centres. www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion

Additionally, all Covid-19 related requirements and directions are strictly adhered to. Our Covid safe plan and risk assessment can be found near the sign in book at the front of the preschool.

Immunisation

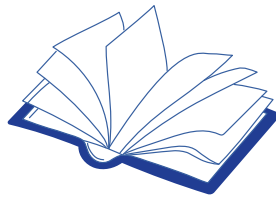
The Victorian Government has introduced "No Jab No Play" legislation into Parliament. This law came into effect from 1st January 2016. From 1st January 2016 onwards parents/carers seeking to finalise enrolment for their child in kindergarten will need to provide:

- A current Immunisation History Statement from the Australian Immunisation Register (AIR); AND
- The statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.

On 28 February 2018, the 'No Jab, No Play' legislation was amended to make it that an Immunisation History Statement from the Australian Immunisation Register (AIR) is now the only form of documentation accepted for the purpose of enrolling in an early childhood education and care service.

Previous forms of documentation, for example a letter from a GP or local council, are no longer accepted.

Library



For children

As part of our Rosella (4 year old) program, we will begin library in Term 3. Each child will need to bring a large drawstring bag to enable them to borrow a book from our collection.

The Rainbow Lorikeets (3 year olds) will have the opportunity to share a book from their own collection with the group through the "Travelling Book Bag". Each child will have the opportunity to take the Travelling Book Bag home to bring back a book of their choice to read with their peers

For parents

A number of books are available for parents to borrow from our Parent library. This is located out the front of kinder. The library features books about a range of topics, including:

- parenting
- first aid/road safety
- pregnancy
- self care
- cooking
- grief (picture books)



Each book may be borrowed for two weeks and families may borrow one book at a time

Dogs

Dogs are not permitted inside the pre school, including inside the front or back yard. If you do have a dog with you when you drop off or pick up your child from pre-school, please ensure your dog is secured on a leash, and not within close proximity to the kindergarten entrance gate.

Notices and Pre-School News

We use EDUCA as a general message board for Pre-School news. EDUCA is a safe online tool for educators to capture and share children's learning with families. With EDUCA, you can view updates about your child's learning and progress, make comments, leave feedback and communicate with teachers. New families to the Pre-School will be emailed an invitation to join EDUCA, prior to the commencement of Term 1.



Parent Help

Program Participation

Parent help is appreciated, and parents are always welcome to participate in the program.

You can help by sharing any special talent you may have, for example, music, storytelling, assisting with supervision on excursions and sending along items relevant to the program. You may be employed in an area of community service that can be shared with the children at a Pre-School session (e.g. nurse, fire person, police person). Alternatively, you may wish to share some customs from your country of origin.



Duty

We welcome and greatly value parent involvement at our service, all parent volunteers require a Working with Children Check. **It is free and is valid for 5 years.** <https://www.workingwithchildren.vic.gov.au/>

During each session, extra help is needed to assist the staff and to carry out tasks around the Pre-School. Whilst on duty, you will have the opportunity to watch your child at play and at work. You will also get the opportunity to discuss the progress of your child with his/her Educator. We encourage you to read our Program book and to make comments in it. You will be able to select your duty dates at the beginning of each term (parents may need to complete more than one duty per term).

If you are unable to perform your duty on your nominated day, please swap with another parent in your group. Also, if a parent on duty is absent and you have a few hours to spare, feel free to fill in – the staff really appreciate your help.

On the following page is a copy of our Parent Helper Briefing Sheet, which is always available for you to refer to at kinder.

Gordon Street Pre-School - Parent Helper Briefing Sheet

Gordon Street Pre-School is very appreciative of all Parent Helpers who are willing to commit time to help during a Pre School session.

Parent Helper Responsibilities:

- You must sign in and out using the visitor handbook located next to the sign in sheet.
- Parent helpers shall exercise mature judgment in supervising children and shall in all instances, respect each child's rights and privacy.
- It is essential that confidentiality is maintained. Parent helpers should only discuss any concerns directly and exclusively with the supervising Teacher/Educators.
- Parent helpers should be willing to perform a wide range of tasks. This includes activities such as copying, cutting, sorting, collating, cleaning, raking leaves, laminating, putting up or taking down artwork, and playing directly with children. Each of these activities makes a contribution to the Pre-School. All are valuable to the teachers, staff, and children.
- Teachers will provide written and/or oral directions for activities they want parent helpers to execute.
- Treat your child as you would every other child at the Pre-School. Too much interaction can be disruptive to your child as well as his or her classmates.
- While it is acceptable to bring siblings to the parent helper session, it is the responsibility of the parent to supervise the sibling at all times.

Rules to Follow:

1. Do not discipline the children, alert the teacher if discipline is required.
2. Children are not to share food they have brought in their lunch box. If this is witnessed please alert a teacher immediately.
3. Teachers, not parent helpers are responsible for communication to parents.
4. Please write the children's first name on their artwork. You can ask the child if they would like to write their name first, you may need to write the correct spelling underneath if needed.
5. Please don't complete any tasks, painting, drawing etc for the children as we are trying to encourage their creativity and skills.
6. Please do not take photos of your child while you are on parent duty, in the interest of respecting the privacy of all of the children at the Pre-School. If you would like photos taken of your child, please ask the educator or co-educator, who will happily take photos for you on the Pre School's iPad.

Parent Helper Suggested Tasks

- File children's completed artwork in the artwork box in the parent waiting area.
- Rake the tan bark from the synthetic turf.
- Use the outdoor vacuum to clear the leaves in the outside parent waiting area.
- Play outside games with the children: What's the time Mr Wolf or Octopus etc.

Laundry

Smocks, face washers, towels and/or dress-ups may be sent home at the end of each week. Parents will be asked to do the washing approximately once a year if necessary.

Working Bees



Working Bees occur each term and we ask that at least one member of each family attends one of two scheduled working bees each year. As we are a Community Kindergarten, we cannot maintain the grounds and surrounding areas without participation from families.

Fundraising

Fundraising is vital to enable us to maintain the standard of our premises, equipment and resources. Income derived from government subsidies is not sufficient to cover the operating costs of the Kinder. It also does not cover equipment purchases and replacements or building and grounds maintenance. Therefore, when we purchase or replace any resources, we do so as a result of your support.

Our Social/Fundraising Committee will choose various fundraising activities, including a social event, which gives parents the opportunity to get to know other families in a relaxed atmosphere. This is an important aspect of Pre-School life as we believe there is a real need for parents to get together and be involved in their child's first years of education.



The Committee of Management

The Committee is made up of parents who volunteer their time to manage the Pre-School. This group is elected at the Annual General Meeting each year.



The contributions made by Committee members are invaluable and the members derive a great sense of achievement from the work they do. The Committee is structured in such a way that no job is too big for anyone. As can be seen by the number of positions – many hands make light work. If you have any questions about the Committee of Management or Committee positions, please email the President on president@gordonstreetpreschool.org.au

Executive Committee:

- President
- Vice President
- Treasurer
- Secretary

General Committee:

- Enrolment Coordinator
- Grants/Sponsorship Coordinator
- ICT Coordinator
- Marketing & Events Coordinator
- Fundraising Coordinator
- Maintenance Coordinator
- Fundraising Coordinator
- Communications Coordinator
- Assisting (non-Committee) roles

Committee Meetings

Meetings are held monthly and all parents are welcome to attend. The minutes of each meeting are kept in a folder near the sign-in sheet, so that you may be kept informed of what is happening at Pre-School.

Policies and Procedures

To comply with government regulations, the Pre-School has a number of policies in place. Please refer to our website <https://www.gordonstreetpreschool.org.au/parent-info-and-policies>

Reconciliation Action Plan

A Reconciliation Action Plan (RAP) is currently in development for our Pre-School. This is being developed, by a sub-committee of parents and teachers. Participation in the development of our RAP is welcomed and any parents who are keen to be involved are encouraged to email our President (president@gordonstreetpreschool.org.au).

As part of the development of our RAP, a Vision for Reconciliation was developed:

We respectfully acknowledge that we learn and live on Bunurong Country.

Our intention is to build on our knowledge about Aboriginal and Torres Strait Islander peoples to respect and celebrate these cultures.

We will ensure that Aboriginal and Torres Strait Islander heritage is embedded in our kinder program so that our children will form a deep connection with country.

We believe that reconciliation is not a single destination but an ongoing journey that we are honoured to take together.

Reconciliation must live in the hearts, minds and actions of our community and we will contribute to achieving it by developing positive relationships with the Traditional Owners of Country, the Bunurong People of the Kulin Nation.

Emergency/Evacuation

The Pre-School is well equipped in the case of emergency. As per kindergarten regulations we need to practise our evacuation procedures once per term. You will be advised of this mock evacuation prior to it occurring. In the practice evacuation we will walk up McNamara Street to our assembly point in Weatherall Road out the front of the shops.

Disclosure of personal and health information

Gordon Street Pre-School is provided funding by the Department of Education and Training for the delivery of services. As part of the service agreement that governs the terms of this funding, the Pre-School is required to collect, use and disclose personal and health information to the department when complying with its obligations under the *Health Records Act 2001 (Vic)* and *Privacy and Data Protection Act 2014*.

Department of Health and Human Services Exclusion Table

Schedule 7

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or

* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), *Campylobacter* spp., *Salmonella* spp., *Shigella* spp. and intestinal worms, but is not limited to infection with these pathogens.

Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion

[1] Children's services cover the terms 'education and care service premises' or 'children's services centre' used in the regulations. It includes centres such as childcare centres and kindergartens.

Contact Us



Gordon Street Pre-School
17 Gordon St Beaumaris 3193
Phone: 9583 6180
W: www.gordonstreetpreschool.org.au
E: gordon.st.kin@kindergarten.vic.gov.au

3yearold.gordon.st@kindergarten.vic.gov.au
4yearold.gordon.st@kindergarten.vic.gov.au

