



Leslie Moorhead
Pre-School Centre Inc
The Pre-School in the heart of Mornington

2024 HANDBOOK

**USEFUL INFORMATION FOR
PARENTS & GUARDIANS OF CHILDREN
IN OUR 3 AND 4 YEAR OLD GROUPS**

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OUR PHILOSOPHY

Leslie Moorhead Pre-School aims to provide a secure, nurturing learning environment ensuring that each child reaches their full potential.

We are committed to the inclusion of all children, considering their interests, abilities, culture, gender and family structure.

We believe families are our most important source of information in children's lives. Positive relationships between family, staff and children ensures everyone feels welcome and encouraged to participate whenever possible to bridge the gap between home, pre-school, and the community.

Best practice is reflected through the quality and commitment of our friendly, dedicated staff members.

The Early Years Learning Framework is embedded within the pre-school, guiding our program to enhance curious, independent, creative, and resilient learners.

Our spacious outdoors encourages the children to be active and healthy in their play. This provides learning to care for their local natural environment, practice sustainability, and acknowledge our indigenous heritage.

Our staff and parent committee are dedicated to working together to manage, maintain and continually improve our service.

We engage with the wider community to enrich learning.



(Exploration of colour mixing using blue and yellow water paints)

WELCOME

We welcome you and your family to Leslie Moorhead Pre-School, where we provide a safe and nurturing environment for your child to explore, learn and grow in the years before school.

Our Pre-School honours Leslie Moorhead, a local teacher, and historian who was well known in Mornington for her work with children and contributions to education. It is one of the longest established centres on the Mornington Peninsula and has the largest premises in Mornington.

Our service is committed to continuous quality care and improvement to ensure a full and balanced development for each child.

Our volunteer Committee of Management, made up of parents, caregivers, and family members of children who attend, manages the overall running of the pre-school.

Our building and grounds are leased from the Mornington Peninsula Shire Council.

From 2023 the State Government, through the Department of Education and Training, funds our pre-school, making it free for all who attend. Fundraising allows the pre-school to purchase new equipment and update facilities.

This Handbook is to provide you with information about Leslie Moorhead Pre-School to help prepare you and your child for the kinder year. It may promote some questions for you to ask during Orientation and is also useful to share with other carers who may be involved in your child's kindergarten year.



(Planting on National Tree Day 2018)

CONTACTING THE PRE-SCHOOL

Leslie Moorhead Pre-Schools phone/fax line number is **03 5975 2472**.

Our main email address is leslie.moorhead.kin@kindergarten.vic.gov.au

Our teachers can be contacted on the following personal email addresses

Lorraine (Dolphin Group) – Imp.lorraine@kindergarten.vic.gov.au

Tahni (Seahorse Group) – Imp.tahni@kindergarten.vic.gov.au

Cassie (Sea Star Group) – Imp.cassie@kindergarten.vic.gov.au

Committee Email – Imp.committee@kindergarten.vic.gov.au

The Pre-School has a mobile phone which we take on excursions and will use if evacuated in an emergency. We do not answer it in normal class time. It is good practice to put this number in your phone for identifying in case of emergency, it is **0493 386 308**

Our website with information regarding our Pre-School can be found at <http://home.kindergarten.vic.gov.au/lesliemoorhead/>

Like and follow us on Facebook and Instagram:lesliemoorheadpreschool



(Dolphin Group working on the pottery wheel)

TERM DATES 2024

Term One: Wednesday 31st January to Thursday 28th March (Staff set up 29th & 30th January)

Term Two: Monday 15th April to Friday 28th June

Term Three: Monday 15th July to Friday 20th September

Term Four: Monday 7th October to Wednesday 18th December (Pack up 19th & 20th December)

Please note that Pre-School sessions are not run on term-time public holidays.

SESSION TIMES

Dolphin and Seahorse groups attend sessions each week totalling 15 hours per week.
The Jellyfish group attend a single session of 5 hours each week.

Staff to have 2 Professional Development Days, as well as Department of Education allocated child free days each year per group. Your teacher will advise you of these child free days at your Orientation Session.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning Session Start	8:15 am Dolphin Group	8:15 am Seahorse Group	9:30 am Jellyfish Group	8:15 am Dolphin Group	8:15 am Seahorse Group
Afternoon Session Close	3:45 pm Dolphin Group	3:45 pm Seahorse Group	2:30 pm Jellyfish Group	3:45 pm Dolphin Group	3:45 pm Seahorse Group

DOLPHIN GROUP Teaching Staff – Lorraine Pierce, Jade Casey & TBA*

SEAHORSE GROUP Teaching Staff – Tahni Dooley, Brianna Trainor & TBA*

JELLYFISH GROUP Teaching Staff - Cassie De Freitas & Abbey Holt

The French Language Program in our 4 Year Old Groups is taught by Stephanie Avanessian.

* We are currently recruiting for a lunch cover educator

LEADING UP TO THE START OF PRE-SCHOOL

Pre-School is an important year for a young child and for many children it can be their first experience away from parents or caregivers. It is important that you help your child prepare for pre-school, so their first experiences are as comfortable as possible.

To help make your child's transition to pre-school as smooth as possible, employing some strategies to help approach the start of pre-school will help make it easier, for both you and your child.

Talk with your child about coming to Pre-School and in everyday conversation, discuss the type of activities they will do. Mention other children your child knows who may be attending with them.

At the time leading up to the start of pre-school, walk past the pre-school and develop a sense of ownership for your child. Point out our pre-school and say, "that will be your pre-school after Christmas", ask your child "where do you think you will enjoy playing in the playground, there is so much to do"

STAGGERED START

Evidence based research and experience has demonstrated that children settle more easily into kindergarten when their transition is gradual. This allows them the opportunity to build connections with the staff through more individual interactions, as well as the opportunity to adjust to their new environment and peers.

We recognise that this may be difficult for some families to accommodate, however, a staggered start to kinder is in the best interest of your child and will contribute to a positive kindergarten experience. The way in which a staggered start will be introduced, will be presented on your child's orientation day, to allow sufficient lead time for you to make any arrangements that are needed.



DROP OFF/PICK UP PROCEDURE

Each child will need to be escorted to the pre-school where responsibility will be signed over to the staff in the attendance record located in the veranda or foyer. This is a regulatory requirement, and the information is referred to by the staff during the session.

Ensure that you arrive at the pre-school on time. It can make things more difficult for your child to settle when they arrive after the majority of children have already started their activities

At the end of the session, each child will need to be collected promptly by a parent or authorised adult, (a list of adults that are permitted to collect your child is recorded with your child's enrolment details, please ensure that any adult who will collect your child is on this list).

No child likes to be the last child to leave on a regular basis, so your assistance in this regard will help your child. If there is an emergency and you will be delayed in collecting your child, contact the Pre-School so we can reassure your child that you are on your way.

SAYING GOODBYE

Once you have signed your child in, help them settle into an activity, stay for a few minutes, then say your goodbyes, and let them know who will be collecting them. If there are tears these will usually stop after a short period of time once you have left. Your child's teacher can contact you if you would like reassurance of your child's settling.

The longer you take to part from your child inevitably causes more anxious feelings for your child and this will make it harder for both of you. Your child will mirror back to you the emotions they are seeing in you, if you are positive and excited for your child about starting pre-school, they will more likely be confident also.

If you are still concerned after leaving your child, please call us during the session to see how they are going on 5975 2472.

ABSENCES

If your child will not be attending a session for whatever reason please inform the pre-school by one of the following methods:

1. Call the pre-school at 5975 2472.
2. Use the Class Dojo app and fill out the absence form
3. Email the pre-school at Leslie.moorhead.kin@kindergarten.vic.gov.au

GATES

Our front gates are safety gates, only adults are asked to open them. Do not allow your children to stand or swing on the gate as this weakens the self-closing mechanism. Please be VERY aware of any unaccompanied children exiting the pre-school when the gate is open, young siblings can be particularly notorious for their quick exits. At no time should the gate be propped open. This is for the safety of all children.

DOORBELL

The Staff will open the front door when it is time for the session to start and again at dismissal time. If you need access at any other time, please ring the doorbell located on the entry veranda. We ask for your patience when you ring the bell as educators are in session and may be engaged with children and may take some time to get to the door.

WHAT TO WEAR TO PRE-SCHOOL

APPROPRIATE / SUITABLE CLOTHING

Children have more fun at pre-school when they are not restricted by having to keep clean.

Educators will do their best to protect clothing and smocks will be used for messy play and painting. However, older clothing and easily washed clothes allow children more freedom to explore the environment.



We do have smocks and they are provided for messy activities but please remember that it's not always possible for children to stay clean.

We have a range of reasonably priced tops with the pre-school logo that are available at Edu Threads, <https://eduthreads.com.au/> - please go to "find my early education centre" school and we are Leslie Moorhead Pre-School.

Thongs or Crocs are dangerous when climbing and running and therefore should not be worn at kindergarten. Closed toe sandals and runners/sneakers are ideal.

Please consider how your child will manage their clothes when toileting. When in a hurry, a jumper worn over overalls/playsuit or jeans with a belt can be difficult to manage.

Please label all belongings, especially those that are often removed such as hats, coats, jumpers, and bags. We have a fundraiser with "Stuck on You Labels", purchasing through this link will support the program resources at our pre-school.

<https://www.stuckonyou.com.au/affiliate/fundraiser/LESLIEMOORHEADPRESCHOOL>

SPARE CLOTHING

In case of accidents (not just with toileting), please supply a change of clothes in your child's kinder bag and a bag suitable to put any wet clothing in to be returned home. We will be holding a December fundraiser with Wet/Dry Bags which are just perfect for this. Details will be sent when this is active.

WEATHER - HOT DAYS

As we have an indoor and outdoor learning program the children are required to wear hats when outdoors from September to April, or when the UV index is forecast to be 3 or above.

We will provide your child with a suitable SUNSMART SUN HAT

that will protect the neck, ears, temples, face, and nose.

This will need to remain at kinder throughout the year



Please apply sunscreen to your child's exposed skin before they come to pre-school. Staff will assist to reapply sunscreen throughout the session as required. Those children with allergies to sunscreen will be asked to supply their preferred brand in a labelled bag with their child's name.

WEATHER - COLD DAYS

During the cooler months, a warm waterproof jacket, beanie hat, and if you have them gumboots are useful for outdoor play. Please ensure your child has an additional pair of shoes to wear indoors if they come to pre-school in their gumboots.

As outdoor play is an integral part of our program, we have a full set of waterproof jackets and over-pants that help children enjoy being outdoors even when their surroundings are damp.

WHAT TO BRING TO PRE-SCHOOL



A named **KINDER BAG** suitable for carrying precious artwork.

A named **DRAWSTRING BAG** for Library books (4 year old group only)
Children may borrow books each week.



A roll-on sunscreen, which also needs to be clearly labelled.

FOOD AND DRINKS



Each child's morning tea and lunch (and afternoon tea for 4 Year Old groups) such as a snack of fruit or vegetables and a lunch of a sandwich or crackers, prepared at home is required and sent along in a named lunchbox.

We have a 'Nutrition, Oral Health and Active Play' policy, food brought from home will need to adhere to this policy.

Please refer to this policy as we may have a number of allergies within the groups.

Please see our preferred food items listed in the policy and on the next page.

In addition, children are not permitted to share or swap food brought from home.

The children will have the opportunity from time to time, to taste different foods prepared at kinder and cook with produce grown. These opportunities will link to our current area of learning.

WATER in a water bottle, which also needs to be clearly labelled.



WHAT NOT TO BRING TO PRE-SCHOOL

Special toys or treasures (Staff can't be responsible for these items and children tend to become upset if they become lost or broken or are not wanted to be shared)

Lollies or sweets of any kind.

PREFERRED FOOD ITEMS

We ask for your cooperation in providing foods for your children from the list below as we endeavour to provide a consistent message to our children regarding healthy eating at Preschool.

Pack food that you know your child likes and will eat.

Help your child by putting difficult to open snacks in containers that they can easily manage or by providing "Nude food".

SNACK TIME

FRUIT:

Fresh: apples, bananas, oranges, pears, mandarins, kiwi fruit, melons, grapes, strawberries, blueberries, raspberries, peaches, nectarines, avocado, plum, mango, pawpaw, apricot, pineapple, lychees.

Tinned: pineapple, fruit salad, pears, peaches, apple puree, apricots

Cooked or stewed: apple, rhubarb, pears, apricots

Dried: sultanas, raisins, currants, dates, prunes, apricots, apples, banana chips



VEGETABLES:

Raw, cooked, or tinned: Carrots, celery, lettuce, tomato, green beans, cabbage, beetroot, sweet corn, mushrooms, cucumber, alfalfa sprouts, snow peas, gherkins, radishes, olives, capsicum, cherry tomatoes, asparagus.

Other suggestions: mashed potato & pumpkin, coleslaw without dressing, salad, carrot sticks, celery sticks & olives

Additional snacks:

Yogurt (stored in an insulated bag and/or with an icepack)

Cheese & savoury biscuits

Rice crackers/cakes

Unbuttered popcorn



LUNCH TIME

Fruits, Vegetables, and additional snacks as per the Snack time list.

Sandwiches & Wraps filled with cheese, lean meat, salad, and/or sandwich spread.

Other suggestions: Salads, leftovers such as Spaghetti Bolognese, stir-fry, rice, chicken vegetables (stored in an insulated bag and/or with an icepack).

Please note: Leslie Moorhead Preschool is a nut-intolerant facility.

Under no circumstances bring items containing nuts.

This includes Nutella, peanut butter, and whole nuts in items such as trail mix and muesli bars.

At times, we have children with specific allergies (e.g., eggs, milk). Should this be the case, the pre-school will take action to ensure that these children are not placed at risk. You may be asked not to bring such items when these children are in attendance.



CHANGES TO ENROLMENT DETAILS

If during the year your telephone, home address, email, work contacts, emergency contact details, and/or names of persons you authorise to collect your child change, please remember to inform the educators so that your child's information records are kept up to date. This information should be written down and handed to a staff member or emailed.

LOCKERS

Each child is allocated their own locker to keep their belongings in during session time. Please ensure your child's locker is empty at the end of each session as the lockers are shared by all our groups.

Important items such as group notices, event invitations, permission forms, fundraising, and other communications are placed in the children's lockers regularly, so it is imperative that you check it each time you visit pre-school. We ask that you also advise other people of this who may deliver or collect your child from pre-school.

BIRTHDAYS

We value and embrace birthday celebrations at pre-school. Families are welcome to share NON-FOOD treats with the other children in your child's group if you wish. Non-food treats may include (but are not restricted to) items like bubbles, stickers, novelty pencils, or balloons which are very popular with the kids! We do ask parents to consider items that are not a choking hazard to young children.

Our policies and practices are regularly updated to reflect our families' feedback, support children's individual health needs and minimise the risk of anaphylaxis and we ask for your cooperation in providing NON-FOOD treats for birthday celebrations at kindergarten.

For children's birthday parties, if you wish to invite children from kindergarten, please place invitations, cards, etc in the individual lockers of the children. Handing them out to the individual children is not encouraged as other children might feel left out if they do not receive an invitation

LOST PROPERTY

Labelled items left behind will be placed in your child's locker for safekeeping; all other items will be placed in a lost property box. At the end of each year if items have not been claimed they will be disposed of. We ask that you do not take items that do not belong to your child from the lost property box.

JUNK MATERIAL

Kindergartens love junk material. If you think you have anything that may be useful for us at pre-school, please let us know what you have before bringing it in as we have limited storage space.

Foil paper, corks, bottle tops, ribbons, small boxes, wood off-cuts, material, gum nuts, leaves, and natural items etc may be appreciated.

CHILDREN'S ARTWORK

During the year your child may create many paintings, drawings, and collage work at Pre-School. When the artwork is dry, it will be placed into your child's locker or given to them to take home at the end of a session. It is the process of creating artwork and not always the finished product that is most important. Children take much pride in their efforts to create and want to share their work with their families.



COMMUNICATION

We have various means of communication in practice at Leslie Moorhead Pre-School.

FACE TO FACE communication is important to us during the days your child attends. This provides plenty of information about your child to educators in the mornings and to families at collection times.

PHONES are positioned in our offices and playroom, as well as being portable, allowing you to speak directly to the educators with your child at any time.

EMAILS to either your child's teacher or the office are answered in a timely manner. Please note when emailing the office that it is staffed on Monday, Wednesday, and Friday mornings by our Admin Officer, so there could be a delay in responding. If your matter is urgent, it is best to call. Pre-School wide communications are delivered via email.

CLASS DOJO is our communication app. Educators will post reminders about upcoming events and what has been happening at kinder. Each Group has their own section of Class Dojo and login details will be provided at your orientation session. There is the ability to let us know if your child will be absent through this app.

OUR NOTICEBOARD is located in the foyer and displays a range of information about the service, the community and upcoming events. We also offer a range of information sheets, brochures, guides and parenting magazines in our foyer for your perusal.

PARENT TEACHER INTERVIEWS will be held mid-year for the families of all at the Pre-School by their Teacher. They provide an opportunity for a face-to-face update on how your child is developing and the future goals that will be set for your child.

LESLIE MOORHEAD PRE-SCHOOL CENTRE POLICIES AND POLICY MANUAL

A full copy of all Pre-School policies are located on our website and in our Policy Manual is located inside the kinder room. Please feel free to look through it at your convenience.

Policies are reviewed and revised as necessary using a tri-annual schedule with committee, staff and families partaking in the process.

Please do not hesitate to raise any concerns with staff or the Committee of Management members. All parents are welcome to attend committee meetings if they have an issue to discuss. Minutes of meetings are available to parents upon request.



PROGRAM PARTICIPATION

Leslie Moorhead Pre-School is a community. As well as the opportunity to become part of our Committee of Management, working with our staff to ensure that our Pre-School offers and provides the best service for our community, Leslie Moorhead Pre-School also has an "Open Door" for all parents and caregivers.

Every parent/caregiver's contribution is valuable, and each person is encouraged to take an active interest in the Pre-School. Parents are welcome at any time to participate in your child/ren's learning and play.

The Pre-School also welcomes other members of the child/ren's family or extended family who wish to add their special talents or skills to the Pre-School's terrific learning program to enrich our curriculum. We value all contributions and recognise it is an important part of the children's wellbeing, enhancing their connection to the world and bringing them a sense of identity.

There are various ways in which you can help at our Pre-School:

MANAGEMENT COMMITTEE

The Committee is made up of volunteer parents and is responsible for the running of the Pre-School. They are also responsible for employing teaching and administrative staff as well as cleaners, and other contractors and maintaining the Pre-School equipment. Another role of the Committee is to organise events outside of the usual kindergarten program, such as Family Picnic, and fundraising activities. Committee meetings are held once a month.

OTHER ADMINISTRATION CONTRIBUTIONS

Families, alongside our committee and staff, are invited to contribute to the development of our Quality Improvement Plan, Policies, as well as our Pre-School Philosophy.

STAY AND PLAY

Parents are encouraged to "Stay and Play" during sessions. Parents/caregivers are asked to help assist with the program whenever they are able. For example, reading stories to the children, helping with puzzles and games or other special activities, and accompanying excursions. At various times, parents have enthusiastically brought with them their own special skills, such as gardening, music, drama, cooking and woodwork. They have performed, demonstrated and taught the children, if you have any skills that you would like to share with the children, please speak to our educators. Stay and Play provides you with an opportunity to see what your child does at Pre-School and share with your child what is, at the moment, an important part of their life. If you are unable to "Stay and Play", please feel welcome to talk to us about other roles.

There are a number of benefits to assisting in pre-school sessions:

- Your child will love having you at pre-school and take pleasure in making you familiar with the surroundings and routines that are their own.
- It allows your child to feel special as they engage in activities with you.
- It gives you the opportunity to observe your child as they interact with their peers
- It enriches the activities offered, as staff may ask you to supervise children undertaking an experience and direct you regarding strategic language to use, based on the experience's education objectives
- If you have an interest or, occupation, that you believe could be of value to share with the children, please let the staff know and we would love to take up an opportunity for you to share

You will be required to obtain a Working With Children Card, prior to assisting at Leslie Moorhead Pre-School. Siblings are welcome to come with you, but please remember that they are your responsibility.

MAINTENANCE & WORKING BEES

The residual from the enrolment fee assists us to enable some general maintenance work to be carried out promptly and professionally and has replaced the need for two formal Working Bees during the year; However, there are times when we encourage families to assist in small projects such as sprucing up the grounds in a more social manner such as tan bark raking, planting sessions. At the end of the year, we clean the whole kinder including our resources, so it is all fresh for the new intake, please assist us in Term 4 by taking a tub of toys home to wash or other small jobs that are required.

LAUNDRY

Each week the hand towels, paint smocks and dress-ups used by the children need to be laundered. Each family will be asked to do the washing once or twice during the year. Your teacher will ask you to assist if required.



(Excursion to YMCA Manyung Camp for Bush Kinder)

HEALTH AND WELLBEING

IMMUNISATION AND EVIDENCE OF IMMUNISATION AFTER ENROLMENT

Parents of children attending early childhood services are required to provide the service with evidence that their child continues to be up to date with immunisations while attending pre-school. This State Government legislation is known as “No Jab No Play”. An Immunisation History Statement from the Australian Immunisation Register is the only acceptable form of evidence.

If there is a vaccine-preventable disease outbreak at the service, accurate and current evidence of immunisation enables us to work with health authorities to quickly identify children at risk (for example, children too young to be fully immunised against a disease) and take whatever action is required to protect public health.

Parents/carers should provide the pre-school with up-to-date evidence of immunisation as soon as is practical after their child receives a vaccination, or in response to a request from pre-school staff. If you foresee any difficulty meeting this obligation, please discuss this with a staff member as soon as possible.

ILLNESS

Within such a small community as Pre-School, colds/flu, chickenpox and other infectious diseases are easily transmitted. We ask you to keep your child at home during the acute stages of the illness to minimise the chances of other children catching ‘the bug’.

In the interest of the health and wellbeing of all the children attending the kindergarten, if your child is unwell, they should not attend kinder. Children who are not well are unable to enjoy all that the pre-school program offers and since children and staff work in close proximity to each other, they often end up passing on their illnesses to others.

If your child requires Panadol (or similar), they should not be coming to pre-school.

Diarrhoea – Your child should not return to Pre-School until they have been free of loose bowel motions for at least 48 hours.

Vomiting – Your child should not return until they have not vomited for at least 24 hours.

Please allow your child to fully recuperate before sending them back to pre-school.

ASTHMA AND ALLERGIES

Staff need to be informed of any medical conditions such as Asthma and allergies before your child commences at kinder. This is to ensure appropriate treatment is provided to each child if required.

You will need to provide a suitable Action Plan for your child from your General Practitioner.

On completing a medical plan outlining risk minimization with the staff, your child will have a medical bag made up, which contains their medications. This bag is stored in the playroom with the Action Plan, where it is easily accessible if needed for your child.

IMPORTANT ANAPHYLAXIS MESSAGE

Where a child attending the pre-school is diagnosed as at risk of Anaphylaxis, families of other children attending will be advised of this at the start of the year. You will be provided with information regarding the specific food restrictions and the risk minimisation strategies that will be undertaken at Pre-School. We ask for cooperation from all families in keeping all children safe.

MEDICATION

If parents wish staff to administer medication to a child written permission will need to be provided along with a signature. All details will be written in the Medication Book on arrival and the person collecting the child will be required to sign this book when the child is collected. The medication must be in the original container with the original label and directions, as these will be followed accordingly

ACCIDENTS OR ILLNESS AT KINDERGARTEN

Should any child require medical treatment, parents/caregivers will be contacted immediately after any emergency treatment is given. If the parents/caregivers are unavailable the next emergency number on the enrolment form will be called. First Aid will be administered. In the case of a minor accident/incident, the authorised person collecting the child will be informed and asked to sign the Incident Record Book.

In the case of a medical emergency, an ambulance will be called. Parents are required to pay any cost of ambulance services. It is important that you provide information about any likely medical needs your child has e.g. seizures, asthma, allergies on their enrolment form, along with the details for the child's doctors. Also, please ensure that you update your phone numbers when any changes occur so that we can contact you as soon as possible.

HEAD LICE

If your child has contracted or appears to have contracted head lice, you will be asked to collect your child as soon as possible to avoid other children in their group contracting head lice. Your child can return to Pre-School once a suitable treatment has been applied

COVID-19

Due to the ongoing Covid-19 situation and changing Department of Education advice, please note you will be advised and updated with ongoing information through Class Dojo as it is received.

INFECTIOUS DISEASES

Children with infectious diseases are to be excluded from the Pre-School according to the Department of Health regulations. If your child has an infectious disease, please notify us so that we can alert other parents. Attendance may not recommence until a doctor's certificate is provided, indicating it is safe to do so.

Any child with suspected illness may be sent home at the discretion of the staff.

Please refer to our policies on Dealing with Infectious Diseases and Illness, Injury, Incident and Trauma for more information

Under Health regulations, children with the following infectious diseases will be excluded from attending the Pre-School:

CHICKEN POX, CONJUNCTIVITIS, HEAD LICE, IMPETIGO (SCHOOL SORES) MEASLES, MUMPS, RINGWORM, SCABIES, RUBELLA, WHOOPING COUGH OR STREPTOCOCCAL INFECTION.

Parents need to be aware that childhood infectious diseases are possible at any centre or school. Staff are aware of these problems and will notify parents if any child is infected at the Pre-School and precautions need to be taken

INCLUSION

At Leslie Moorhead Pre-School we value the individual differences in children's interests, development, and physical and emotional requirements. We understand that every child is an individual and endeavour to provide a welcoming, nurturing and inclusive environment that will foster their development and potential, enhancing confidence and building trusting relationships with others. We aim to provide a program that reflects the lives and values of the families and wider community of all the children at our Centre. We have a non-bias environment and respect the rights and values of all our families. We encourage children to be accepting of other people's differences, beliefs, and opinions.

BEHAVIOUR MANAGEMENT

All staff role model appropriate behaviour, creating a Pre-School environment that assists in preventing inappropriate behaviour.

Educators respond calmly and rationally to inappropriate behaviour, getting down to the child's level and giving clear, age-appropriate explanations as to why their behaviour is unacceptable. Our educators are aware of children's behaviour and endeavour to pre-empt any negative or anti-social behaviour.

Children are encouraged to consider others and be respectful of others' rights. We consistently reinforce positive behaviour, encouraging children to problem solve, and endeavour to build trusting relationships amongst everyone at Pre-School.

Parents are advised if another child injures their child and the steps being taken to stop any reoccurrence, while also considering the confidentiality of the other child and their family.

Parents are advised if their child displays physical or verbal behaviour that is distressing or harmful to another child or staff member and strategies are discussed to deter this behaviour.

CHILD SAFE STANDARDS

The Victorian government is committed to the safety and wellbeing of all children and young people. As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Truth report, which found that more must be done to prevent and respond to child abuse in our community, there is a new regulatory landscape surrounding child safety, unpinned by the PROTECT Child Safety Standards.

Child safe standards are compulsory minimum standards for all Victorian early childhood services and schools, to ensure they are well prepared to protect children from abuse and neglect.

More information may be found at the following websites:

<https://ccyp.vic.gov.au/child-safety/resources/guides-and-information-sheets>

<https://www.education.vic.gov.au/about/programs/health/protect/pages/default.aspx>

PRIVACY POLICY

The Leslie Moorhead Pre-School supports and adheres to the Victorian Health Records Act 2001 and Victorian Privacy Act 2000. A copy of the Privacy Policy is available in the policy folder located in the cupboard, just inside the door of the playroom. All Committee members and staff will have read these policies in full and have a thorough understanding of your Privacy rights.

CONFLICTS, COMPLAINTS AND ADVICE

If you have any problems associated with our Pre-School or its service, or wish to seek advice on any matter, please talk with your child's teacher or our Administration Officer. All matters will be discussed in confidence and dealt with promptly. Formal complaints and grievances should be sent in writing and addressed to The President. We respect every family and child's right to a positive experience at Leslie Moorhead Pre-School and complaints will be handled promptly and professionally. Positive communication between our educators, staff and Committee and our families is key to providing your child with the best possible experience at Pre-School.

FRENCH PROGRAM

Our kindergarten is participating in the Victorian Department of Education and Training's Early Childhood Language Program within the 4 Year Old Groups on Monday and Tuesday mornings being taught by Stephanie Avanesian.

This program was funded \$17.9 million by the Andrews Labor Government. It is a four year program overseen by the Department of Education and Training and run by kindergartens

Why is learning a language other than English important for my child?

Education experts have found that there are many benefits to starting to learn additional languages at a young age. This includes helping your child to think, explore, problem solve and support their pre-reading and pre-writing learning.

Learning in another language will give your child a richer understanding of how languages work. If your child already speaks the language being delivered, it can strengthen their self-esteem and cultural identity.

By encouraging diverse language skills in our kindergartens, Victorians can build stronger local communities and prepare children for a more globalised and connected world.

Will learning in another language affect my child's English language development?

Learning another language helps your child to improve their overall literacy and understand how language in general works.

If you speak a language other than English at home, it will help your child to develop their language skills overall.

How will the program be taught?

Your child will continue to be encouraged to learn through exploration, problem solving and play in another language.

Children will learn through an intentional teaching approach, promoting understanding through actions, engaging them through play, art, music and stories, and increasing their vocabularies along the way.

The use of the language will be woven into everyday learning and activities, giving children a wide range of opportunities to use the language themselves.

How was this language chosen?

The choice of which language to teach was guided by communities, kindergartens' interests and the availability of qualified staff and in some cases, to support the continuity of language learning at primary school.

We will provide you with regular updates about the program and for those interested, the opportunity to use the language at home too.

For more information about the program, please visit

<https://www.education.vic.gov.au/about/programs/Pages>



INCURSIONS AND EXCURSIONS, COMMUNITY & EVENTS

EXCURSIONS & INCURSIONS

During your child's time at Leslie Moorhead Pre-School, we enhance our program through incursions and excursions. These are an essential part of enriching the Pre-School program. They can vary from live music and drama which include participation elements from the children to a visit from Kings to talk about water safety or the Pet Responsibility program that educates us all on how to approach dogs safely. Often, we have parents or extended family members come in to talk about X-rays from a radiologist, healthy teeth by a dentist and flower arranging by a florist. We are also able to walk to the fire station to see our local CFA or the Rescue Boat or Ambulance comes to the car park, so we can explore it.

We may take the children on local excursions; your child may get to go for a walk to the park, visit the local library or post a letter. These excursions may vary from year to year but all children will have the opportunity to participate and parents/guardians are also asked to accompany us on the excursion. In our 4 Year Old Groups, we visit the Australian Garden at Cranbourne and Moonlit Sanctuary at Pearcedale and explore the Bush Kinder environment at Camp Manyung travelling by coach. All of these build a rich and meaningful curriculum. These are often paid for or subsidized by the Pre-School, but parents/caregivers may be asked to contribute at times. Parents/caregivers assisting us on excursions must have a valid Working With Children Check.

<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>

Our Pre-School is committed to providing a high level of safety for the children in all circumstances. In line with the Education and Care Services National Regulations, a risk assessment is carried out before authorisation is sought from parents for an excursion. This assessment ensures all risks are identified and assessed and explains how these risks will be managed and minimised, to ensure the health, safety and wellbeing of all children being taken on the excursion.



(Excursion to the Moonlit Sanctuary, Pearcedale)

OUR COMMUNITY PROGRAM

The National Quality Standards, the Victorian Early Years Learning and Development Framework, along with our philosophy, highlight the importance of learning in nature and within the local community. Having an active presence in the local community strengthens community links and strengthens children's interests and skills in becoming active contributors to their world. Part of our community connections program allows the children to have an uninterrupted play and learning within local natural environments. Providing the opportunity for children to participate in unstructured play in a natural environment has overwhelming benefits in all areas of life; including physical, emotional, social, language, cognitive and spiritual development. "Outdoor spaces with plants, trees, rocks, shells, mud, sand and water invite open ended interactions, spontaneity, risk taking and a connection with nature." (The National Quality Standards)

Once each group has settled into the year, they will each have regular walks and excursions to explore and learn within the local area the "Our Community" program will be tailored to each group and will depend on the individual group's learning interests and inquiries that come up throughout the year. Families will be informed of community outings before they take place and permission notes will be distributed for outings that are not part of the regular outings permission form that is signed on enrolment.



SPECIAL PRE-SCHOOL EVENTS

During the year we like to celebrate special events such as Mother's Day, Father's Day, Multicultural celebrations, child initiated themed events and concerts. We love to involve our families in these. They will be held during your child's normal session times.

PHOTOGRAPHER

A photographer will attend the Pre-School during the year to take both individual and group photos of the children. You will be advised when a firm date has been set. These photos will be made available for families to purchase if you wish.

FEEES FOR 2024

Having free kinder supports every Victorian child to get the best start in life no matter where they live. It is strongly encouraged that all children attend kinder programs for two years before school as a crucial part of their educational journey.

In 2024 the Victorian State Government will fund both 3 and 4 year old pre-school for all eligible children.

Parents will have acknowledged that their child's kindergarten program is funded by the state government and that their child can only be funded for a kindergarten place at one service at any one time and that we have indicated that we will be claiming the funding for your child on your behalf at Leslie Moorhead Pre-School.

If your child will be attending another children's service that offers a funded kindergarten program, you must tell that service we will be claiming funding for your child.

Families with Health Care Cards or eligible concessions/visas have their fees reimbursed under the Kindergarten Fee Subsidy. Pension/Health Care Cardholders are required to present the original card at each invoice stage to receive reduced fees for that term. If your circumstances change and you are no longer eligible, then full fees apply. Please advise us immediately so notice can be given to the Department of Education and Training.

Deposit

An enrolment fee of \$100 is payable on Enrolment to secure the child's place at the pre-school. We will contact families regarding refunding, putting towards 4 Year old Excursion costs, or donating this during Term 1 once their child has started pre-school.

Other charges

Other charges levied by Leslie Moorhead Pre-School are included on the Statement of Fees and Charges, which will be provided to families upon enrolment.

These include:

- Excursion Costs: In 2024, the 4 Year Old groups will attend an excursion each term, we ask families to contribute to the costs of the programs and for the coaches to attend these excursions. Term 1 will be a beach life excursion, Term 2 an Indigenous Excursion, Term 3 a Bush Kinder excursion and Term 4 a native animal excursion. Families can use there Enrolment Fee to cover part of the costs for these.
- Late collection charge: The Committee of Management/Board reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management.

Fundraising and voluntary parent payment/donations

While participation in fundraising/donation is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

Any further voluntary levies/ payments will be advised as they occur.

Donations are always welcomed as we are a not-for-profit organisation.

Refunds

The enrolment deposit (*refer to Definitions*) will be fully refunded to families only when the child commences at the service. Non-refundable waitlist fees (*refer to Definitions*) paid will be retained. In any other case, additional hours are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management).

There will be no refund of these fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent, and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.



(Using everyday items to construct simple maths models)

EMERGENCY MANAGEMENT

The safety of Leslie Moorhead Pre-School students is of the highest priority for all school staff and management. Please read through the information below and keep your contact details up to date in order to be informed of our emergency procedures.

Leslie Moorhead Pre-School Centre Inc. is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Leslie Moorhead Pre-School Centre Inc.
- having a plan to manage emergency situations in a way that reduces risk to those present on the premises
- ensuring effective procedures are in place to manage emergency incidents at the service
- ensuring an appropriate response during and following emergency incidents to meet the needs of the children, their families, staff and others at the service

The Education and Care Services National Regulations 2011 define an emergency in relation to an education and care service as any situation or event that poses an imminent or severe risk to the persons at the service premises e.g., flood, fire or a situation that requires the service premises to be locked down.

Comprehensive emergency management includes prevention, preparedness, response and recovery.

Our Emergency Management Policies and Plans are available in the Leslie Moorhead Pre-School policy manual or on our website at <https://lesliemoorhead.kindergarten.vic.gov.au>

Communicating with families in the case of an emergency

In case of an emergency, we will follow our procedures and call every child's emergency contact through the use of our mobile phone. It is good practice to put this number in your phone for identifying in case of emergency, it is **0439 386 308**

If we are able, we will also communicate

- Via Class Dojo – details on the app will be emailed out during Orientation Week for each Group
- Via a message on our website

In an emergency, we will evacuate to the appropriate Emergency Evacuation point.

On-site the gates that are adjacent to the corner of the netball courts and Cromwell Street,

Off-site the Mornington Netball Courts access via Hampden Street, Cromwell Street or our service road, dependant on location of incident.

Shelter in Place the storeroom.

We will keep students in our care until released into parents' care or until we are advised that the danger is over, however long this may take.

Emergency management drills are carried out each term to ensure the children are familiar with the process. Any visitors to the centre will be asked to participate in Emergency Management drills at these times so that all know exactly what to do in the case of a real emergency.

We hope this information reassures you that we have detailed procedures in place for your children's safety.

SECOND YEAR ATTENDANCE

SECOND YEAR ATTENDANCE FOR 3 YEAR OLD KINDERGARTEN PROGRAM

With the introduction of state funded 3 Year Old pre-school in 2022 there is no longer provision for children to repeat 3 Year Old pre-school, they can only move in a 4 Year Old pre-school program only.

SECOND YEAR ATTENDANCE FOR 4 YEAR OLD KINDERGARTEN PROGRAM

The Department of Education (DE) provides funding to support children to access a four year old kindergarten program in the year before they start school. When considering whether a second year of funded four year old kindergarten will benefit a child, the early childhood teacher and parent must ensure that the child meets the eligibility criteria for a second year. In most cases, it is appropriate for a child to transition to school after their kindergarten year. Schools are responsible for ensuring all students have access to a quality education that meets their diverse needs and are obligated under the Disability Discrimination Act 1992 to make adjustments to accommodate students with a disability.

In exceptional circumstances where a child is observed to display delays in key outcome areas of learning and development, the possibility of a second year of funded four year old kindergarten may be considered. However, a second year should only be considered where the kindergarten program is deemed to be the most appropriate learning program and environment for that individual child, and that the child will achieve better outcomes at kindergarten than if they go to school.

Careful consideration should be given to this decision as in many cases, school can be the most appropriate environment for a child with identified delays or disabilities for a number of reasons including:

- increased contact time in an educational environment
- strong peer/friendship group support
- access to additional support, equipment or specialist staff.

Eligibility Determining eligibility for a second year of funded kindergarten

The early childhood teacher is responsible for determining a child's eligibility to receive a second year of funded kindergarten. The assessment for determining eligibility should factor in ongoing observations over the time they have spent with the child, any formal assessments undertaken, which can be supported by Pre School Field Officers and tools such as Early Abilities Based Learning and Education Support and consultation with the child's parents.

Eligibility criteria

The early childhood teacher can declare that a child is eligible to receive a second year of funded four year old kindergarten if the child is observed as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years Learning and Development Framework, AND there is evidence to suggest the child will achieve better outcomes if they attend a second year of four year old kindergarten to strengthen the learning and development of skills in these areas and better facilitate the transition to school the following year.

To declare that a child is eligible to receive a second year of funded four year old kindergarten, the early childhood teacher must have observed a delay in at least two of the following five outcome areas as identified in the Victorian Early Years Learning and Development Framework:

- identity (emotional development)
- community (social development)
- wellbeing (self-care)
- learning (cognitive development)
- communication (receptive/expressive language)

For more information, please speak to your child's teacher and refer to the DET website at <https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/kindergarten-second-year.aspx>

OUR STAFF

All educators and staff at Leslie Moorhead Pre-School meet the training and qualification requirements as set out in the Education and Care Service National Law and regulations. Regular training is provided to ensure that all educator's knowledge and qualifications are current and reflect government guidelines.

Educators at our service hold the following qualifications or equivalent, Bachelor of Education, Diploma of Children's Services or Certificate 3 in Children's Services.

Annual training is conducted in First Aid, Anaphylaxis, Asthma, Child Protection and manual handling alongside specialist courses such as child development and safety, inclusion, planning and current legislation.

We recognise the skills and diversity that our individual staff members bring to Leslie Moorhead Pre-School and aim to capitalise on their strengths, helping us develop and build strong relationships with children and their families.

We believe that the educators in your child's group are the most important key to you and your child's rewarding, nurturing and safe experience whilst at Leslie Moorhead Pre-School.

When an educator is absent, and we are unable to obtain another educator from within the Pre-School, a relief staff member will be employed in their place. The relief staff member must have approved qualifications and medical training and we aim to use staff who are familiar with our Pre-School.

