



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

2025 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 include all children, and embrace their interests, abilities, culture, and family structure and ensure their voice is heard.

We want our children to be happy, safe, and empowered. We support and respect all children, as well as our staff and volunteers.

We believe families are our most important source of information in children's lives; and value each one for its uniqueness and cultural diversity. Open, cooperative relationships between staff and families ensures seamless continuity of learning and emotional support between home, pre-school, school, and the community. We embrace families' participation in our program and encourage them to share their culture and meaningful celebrations and events.

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

Our adapted program reflects each individual child. It is guided by our families, our Philosophy, NQS, the Victorian Early Years Learning Framework, the Early Years Assessment and Learning Tool and Child Safe Standards.

Our strong focus on learning through play encourages children to be curious, independent, creative, and resilient learners.

Our spacious outdoor environment and use of natural materials encourages the children to explore, discover and use their imagination. This provides learning to care for their local natural environment and practise sustainability.

Partnerships within the community are valued and embedded in our practice to enrich learning and expose children to a wide variety of learning about the world around us. This is scaffolded through onsite and offsite educational programs.

We believe that First Nations culture fosters connection to the natural world and encourages a sense of togetherness which children will carry into many aspects of their future lives.

French is incorporated into our everyday learning experiences to give children meaningful opportunities to use language themselves. Children learn through play, music, singing, dancing, cooking and stories.

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

Leslie Moorhead Pre-School Centre Inc.

Reviewed and updated January 2024

WELCOME

Welcome to Leslie Moorhead Preschool, where we strive to create a safe, nurturing environment for your child to explore, learn, and grow during these important years before school. We are honoured to have you join our community, and we look forward to partnering with you in your child's early childhood education.

Our preschool holds a special place in the Mornington Peninsula community, being one of the longest-established Preschools in the area. We proudly honour Leslie Moorhead, a local teacher and historian known for her significant contributions to education and dedication to Mornington's children. Her commitment to quality education is a guiding light in our approach, and we are dedicated to upholding these values in all we do.

Situated on the largest premises in Mornington, our preschool offers ample space for children to play, discover, and engage in the outdoor and nature based play space. We are deeply committed to providing quality care and continually work to improve our programs and facilities to meet each child's developmental needs.

Our preschool is managed by a dedicated volunteer committee composed of parents, caregivers, and family members of the children who attend. This committee plays a vital role in overseeing the overall running of the preschool, ensuring that we remain a supportive and family-oriented community. Our building and grounds are leased from the Mornington Peninsula Shire, and we are grateful for their ongoing support.

Since 2023, our preschool has been funded by the state government through the Department of Education, making it accessible and free for all who attend. This funding allows us to focus on providing the best possible experience for your child, while our fundraising efforts enable us to purchase new equipment and update our facilities, ensuring an engaging learning environment.

Thank you for choosing Leslie Moorhead Preschool. We are excited to embark on this journey with you and your child, and we are committed to making this year a positive and enriching experience for your family.



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 2025

Term One: Wednesday 29th January to Friday 4th April (Staff set up 27th & 28th January)

Term Two: Tuesday 22nd April to Friday 4th July

Term Three: Monday 21st July to Friday 19th September

Term Four: Monday 6th October to Wednesday 17th December (Pack up 18th & 19th 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 attends a single session of 5 hours each week.

Staff to have 2 Professional Development Days, and the Department of Education allocated child-free days each year per group.

	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, Sharon Hibbert & Michelle Ingram

SEAHORSE GROUP Teaching Staff – Tahni Dooley, & Michelle Ingram

JELLYFISH GROUP Teaching Staff - Cassie De Freitas & Abbey Holt

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

PREPARING FOR PRESCHOOL: A SMOOTH TRANSITION

Starting preschool is a significant milestone for your child and family. For many children, it's their first experience away from parents or caregivers, making it an important time to prepare them for this exciting new chapter. Ensuring that your child's first experiences at preschool are as comfortable and positive as possible will help set the foundation for a successful year ahead. To help make the transition to preschool as smooth as possible, consider some of the following strategies:

Begin positive conversations about preschool well before the start date. Talk to your child about what they can expect—describe the types of activities they will be doing, such as playing outdoors, listening to stories, and making new friends. Mention any children your child already knows who will also be attending preschool, as this can help them feel more at ease.

In the weeks leading up to the start of preschool, if possible, visit the preschool with your child. Attend a play and stay date, and orientation day before the year starts. Familiarity with the environment can reduce anxiety. If a formal visit isn't possible, walking past the preschool and pointing it out helps create a sense of connection and ownership.

Ask your child questions that encourage them to think about what they might enjoy at preschool. For example, you could say, "Where do you think you will enjoy playing in the playground? There is so much to do!" This helps your child start looking forward to their new experiences.

Read books that focus on the experience of starting preschool. Stories about other children going through the same process can help your child relate and feel more prepared.
Encourage Independence and Practice Self-Help Skills: Encourage your child to practice skills they will use at preschool, like putting on their shoes, washing their hands, and tidying up their toys.
Allow them to Make Choices: Giving your child opportunities to make simple decisions (e.g., choosing their clothes or snacks) can boost their confidence and sense of autonomy.

By taking these steps in the lead-up to starting preschool, you are helping to build your child's confidence and excitement for the year ahead. These simple yet effective strategies will make the transition to preschool a positive experience for both you and your child.

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 provide 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.

STAGGERED START TO THE PRESCHOOL YEAR

To ensure a smooth transition for all children as they begin preschool, we implement a staggered start to the year with shortened hours. This approach helps children gradually adjust to the new environment, routines, and expectations, making their first days at preschool more comfortable and less overwhelming.

During the first few weeks, children will attend for shorter periods each day. This allows them to ease into the preschool experience. As the weeks progress, the hours will gradually increase until we reach our regular full-day schedule. This gradual increase helps children build their stamina and confidence in their new routines.

Shortened hours help minimize separation anxiety by allowing children to spend time away from home in manageable increments. A staggered start allows both children and parents to adapt to the new routine gradually, ensuring a smoother and more positive start to the preschool year.

We appreciate your cooperation and understanding as we work together to make the beginning of the preschool year a positive experience for all. Specific details about the staggered start schedule will be provided in your child's enrolment pack.



DROP OFF AND PICK UP PROCEDURE

For the safety and well-being of all children, we have established a clear drop-off and pick-up procedure that aligns with regulatory requirements.

Sign-In and Sign-Out: Parents and guardians must sign their child in at the beginning of the session and out at the end of the session using the attendance book. This is a mandatory regulatory requirement to ensure we have an accurate record of all children in attendance.

Drop-Off Time: We offer a soft start to the day to allow for a calm and relaxed arrival. You may drop your child off anytime between 8:15 AM and 8:45 AM. (Dolphin and Seahorse Groups) 9.30 A.M. (Jellyfish Group) This staggered arrival helps children transition smoothly into their day. The gate and door will be locked after this time.

Pick-Up Time: At the end of the day, parents can collect their child between 3:30 PM and 3:45 P.M. (Dolphin and Seahorse Groups) and 2.30 P.M. (Jellyfish Group). This flexible pick-up window allows for a smooth and unhurried departure.

Alternative Pick-Up Arrangements: If someone other than the usual parent or guardian will be collecting your child, please inform the staff in advance. The person collecting your child will be required to show their ID for verification.

Thank you for following these procedures to help us ensure a safe and secure environment for all children

SAYING GOODBYE AT PRESCHOOL

We understand that saying goodbye can be a significant moment for both children and parents. To help make this transition smooth and positive, we have developed a special goodbye plan that creates a comforting routine for your child.

Our Goodbye Routine:

1. **Putting Things Away:** Begin by encouraging your child to put their kinder bag in their locker, place their drink bottle on the trolley, and identify their name badge to show their attendance. This helps your child feel organized and ready for the day.
2. **Choose a Shared Activity:** Spend a few minutes choosing one activity to do together. It could be reading a book, playing with a toy, or having one push on the swing. This shared moment reassures your child and helps them feel connected before you leave.
3. **One Kiss and One Cuddle:** After your shared activity, give your child one kiss and one cuddle, then say goodbye. This consistent routine helps your child know what to expect and feel secure in the process.
4. **Finding Their Own Activity:** Encourage your child to find something to play with on their own. Let them know that you will be back at home time to pick them up. If your child feels worried or unsure, their teacher will be there to help them find an activity or a friend to play with, ensuring they feel comfortable and engaged.

This routine helps children feel confident and ready for their day at preschool, knowing that they are supported and that you will return at the end of the day.

Transition to Preschool

15 Strategies to Minimize Separation Anxiety

1. DO – keep your goodbyes short and sweet. In doing so you convey the message that you have confidence in your child’s ability to cope.
2. DON’T – hover around. Your child will sense your anxiety, and this will make it more difficult for them to calm down.
3. DO – tuck a picture or a loving reminder away in your child’s kinder bag for them to look at later e.g. make a keyring for their bag with a photo.
4. DON’T – sneak out or leave without saying goodbye. You want your child to know unequivocally that they can trust you.
5. Do – develop loving goodbye routines. You could try inventing a goodbye routine like, kiss –hug–nose rub routine that you both enjoy.
6. DON’T – bargain or bribe your child to behave. Your little one should be allowed their feelings.
7. Do – send clear messages. Your child needs to know that you expect them to go to pre-school, no matter how much they fuss, cry and stamp their feet.
8. DON’T – take your child home. If you do, you send the message that if your child cries enough they won’t have to stay.
9. DO – invite children from their group over, so your child can make friendships that will make the transition easier.
10. DON’T – get upset. By keeping an upbeat and positive attitude about your child’s pre-school teacher and friends, you will help your child feel safe and enjoy their time at pre-school.
11. DO – ask your spouse or other family members to take a turn at dropping your child off, or pick up one of your child’s classmates on the way and your problem may be solved at lightning speed.
12. DON’T – discuss problems with the teacher in the morning. Save conversations and questions at the end of the day when the teacher isn’t as busy and you’re not trying to drop off your child.
13. DO – involve the teacher. You need someone on the other end who will greet your child and ease the transition.
14. DON’T – be surprised if you solve the problem and it reoccurs after holidays and sick days.
15. DO – believe in your child’s ability to make positive change.

ABSENCES

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

1. Call the preschool at 5975 2472.
2. Use the Class Dojo app and fill out the absence form
3. Email the preschool teacher

WHAT TO WEAR TO PRESCHOOL

We encourage you to dress your child in comfortable clothing that allows them to fully engage in all activities, including messy play. It's important that the clothing be easy for your child to manage, especially during toileting. While we provide smocks for painting and other messy activities, your child may still get dirty throughout the day.

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

For your convenience, we offer a range of preschool clothes through Edu Threads, which are durable and perfect for kinder. To view and purchase these, please visit [Edu Threads](https://eduthreads.com.au/), <https://eduthreads.com.au/> select "Find My Early Education Centre," and locate our preschool from the list.

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 preschool.

Staff will assist in reapplying sunscreen throughout the session as required. All children are to bring a named roll-on sunscreen that can be left at preschool.

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 preschool 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 PRESCHOOL

To ensure your child has everything they need for a successful day at kinder, please pack the following items:

- **A named preschool bag:** It should be big enough to fit your child's lunch box and other essentials.
- **A drink bottle and lunchbox:** Please make sure they are clearly named and easy for your child to open.
- **A change of clothes:** Accidents and messy play are common, so a full change of clothes is essential.
- **Roll-on sunscreen:** Each child needs to bring a clearly named roll-on sunscreen, which will be kept at kinder.



For the **four-year-old groups**, your child will also need:

- **A named drawstring bag:** This will be used for borrowing books from our library.

Labelling all items clearly with your child's name will help us ensure they are returned to the right person.

SNACK, LUNCH AND AFTERNOON TEA

Please provide snack, lunch and afternoon tea (Dolphin and Seahorse groups only) including a wide variety of nutritious foods from the 5 food groups every day. Please see guide below. Don't forget a drink bottle so children can drink plenty of water.



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 preschool 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.

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.

RECYCLABLE/NATURAL ITEMS

Kindergartens love recyclable 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 preschool. 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. preschool wide communications are delivered via email.

CLASS DOJO is our communication app. Educators will post reminders about upcoming events and what has been happening in the preschool program. Each Group has its 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 by their teachers. 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 and reflect the preschool year.

LESLIE MOORHEAD PRE-SCHOOL CENTRE POLICIES AND POLICY MANUAL

A full copy of all preschool policies is located on our website and 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

Our preschool program follows the Victorian Early Years Learning and Development Framework (VEYLDF). This framework guides our approach to supporting children's learning and development, and we value and encourage your contribution to the program. Your active interest and involvement can enrich the children's experiences in many ways.

Parents are welcome to contribute by sharing their special talents or occupations, which can bring added depth to our curriculum. Whether it's staying for a session, helping out on excursions, or sharing your expertise, your involvement is always appreciated.

Our program extends beyond the classroom, and we regularly invite community members to visit, including the local librarian, police, paramedics, water safety instructors, the pet responsibility program, firefighters, marine rescue members, and dental nurses. These visits provide the children with valuable, real-world learning experiences.

There are various other ways for parents to contribute, including joining the **Committee of Management**, which is made up of volunteer parents. The committee plays a crucial role in the running of the preschool, including employing teaching and administrative staff, managing cleaners and contractors, maintaining equipment, and organizing events such as family picnics and fundraising activities. Committee meetings are held once a month, and we welcome new members to join and participate in these discussions.

In addition to the committee, families are invited to contribute to the development of our **Quality Improvement Plan (QIP)**, policies, and Preschool philosophy, working alongside staff and the committee to ensure continuous improvement in our preschool's operations and learning environment.

We look forward to your participation in helping make our program even more engaging and enriching for the children.



(Excursion to YMCA Manyung Camp for Bush Kinder)

Maintenance and working bees

We greatly appreciate the support of our families in maintaining our preschool and invite you to contribute in various ways throughout the year. There are times when we encourage families to assist with small projects to help keep our grounds in good condition. This includes tasks such as raking tanbark, clearing leaves, weeding, and participating in planting sessions.

At the end of each year, we also clean the entire preschool, including our resources. We would love your assistance in Term 4 during our annual Clean-Up Day. Your help on this day will ensure that we keep the preschool in excellent condition for the children to enjoy.

Laundry

Each week the children's hand towels, paint smocks, and dress-up clothes need to be laundered. Each family will be asked to take home the laundry once or twice during the year to help with this task.

Your contributions, big or small, are truly valued and play a crucial role in the upkeep of our preschool environment.

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

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 preschool.

Diarrhoea – Your child should not return to preschool 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 preschool.

ASTHMA AND ALLERGIES

Staff need to be informed of any medical conditions such as Asthma and allergies before your child commences 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 that 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 preschool 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

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

BEHAVIOUR MANAGEMENT

We are committed to creating a positive and supportive environment where children can learn and grow. Our approach to behaviour management focuses on reinforcing positive behaviour and encouraging children to make good choices.

We believe in guiding children to understand and respect the preschool's values, including being kind, respectful, and responsible. To promote positive behaviour, we use praise and encouragement when children demonstrate helpful, kind, or cooperative actions. Recognising and reinforcing these behaviours, help children build confidence, self-esteem, and a sense of accomplishment.

If a child encounters challenges in managing their behaviour, we provide guidance, using clear and age-appropriate explanations. This might involve discussing how their actions affect others and encouraging them to think about different ways to handle situations. We also use strategies such as redirection, role play, and social stories to help children understand and practice appropriate behaviour.

Our goal is to support children in developing self-regulation, empathy, and social skills, which will help them build positive relationships with their peers and adults.

We encourage open communication with parents about behavioural concerns or strategies, as working together is essential to ensure each child's development and well-being.

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 preschool 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 preschool.

FRENCH PROGRAM

Our preschool 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 Avnessian.

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 preschools.

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 preschools, 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

We may take the children out on local excursions to connect with nature on Bunurong land. These excursions may vary from year to year, but all children will have the opportunity to participate, and parents/guardians are allowed to accompany us on the excursion. In our 4-Year-Old Groups, we visit the Australian Garden at Cranbourne and Funky Farm in Hastings and explore the Bush Kinder environment at Camp Manyung traveling by coach. All of these build a rich and meaningful curriculum. An excursion levy will be charged to parents to cover costs. 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 preschool 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 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.



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 preschool during the year to take 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 2025

Having free preschool 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 2025 the Victorian State Government will fund both 3 and 4-year-old preschools 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.

Deposit

An enrolment fee of \$100 is payable on Enrolment to secure the child's place at the preschool. This can be refunded, put towards 4 year old excursion costs, or donated once your child has started preschool.

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.

EMERGENCY MANAGEMENT

The safety of Leslie Moorhead Preschool 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 emergencies 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 Preschool 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 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 preschool, 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.

