



**ACACIA AVENUE  
PRESCHOOL**

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**Information Booklet  
2019**

## **Welcome to Acacia Avenue Preschool**

Commencing Preschool is an important step and you as parents have a vital role to play in your child's education. We welcome your interaction and support and hope that the information contained in this booklet will assist you in taking an active role in your child's preschool experience.

### **1. Important Information**

#### **Term Dates 2019**

Term 1	Tuesday 29th January – Friday 5 <sup>th</sup> April ( 10 weeks )
Term 2	Monday 23rd April - Friday 28th June ( 10 weeks )
Term 3	Monday 15th July - Friday 20th September ( 10 weeks )
Term 4	Monday 7th October – Friday 20th December (11 weeks )

#### **Preschool programs**

Acacia Avenue Preschool has offered 4 year old and 3 year old Preschool programs in this community for many years. We are very excited to be running our program from our new building from 2019.

The service model at Acacia Avenue allows for two 4 year old preschool groups. There is one 3 year old group.

Red Group	Four year old group, 3 sessions per week
Blue Group	Four year old group, 3 sessions per week
3 Year Old Group	Three year old group, 2 sessions per week

#### **Staff**

##### **4 Year Old Preschool Red & Blue Groups**

<b>Teachers Educators</b>	Yolande Moulton & Lalin Cheam Rhonda Sharman, Lisa Kenny and Emma Toniolo
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<b>Music Teacher</b>	Vicki Dezso
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##### **3.Y.O.Preschool Group**

<b>Activity Group Leader Educator</b>	Emma Toniolo Lisa Kenny
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### Session Times:

<u>Day</u>	<u>Morning</u>	<u>Afternoon</u>
<u>Monday</u>	8.30am – 11.30am 3 Year Old Group	12.30pm – 4.30pm 4 Year Old Red Group
<u>Tuesday</u>	8.30am – 12.00pm 4 Year Old Blue Group	1.00pm – 4.30pm 4 Year Old Red Group
<u>Wednesday</u>	8.30am – 11.30am 3 Year Old Group	12.30pm – 4.30pm 4 Year Old Blue Group
<u>Thursday</u>	8.30am 4 Year Old	4.00pm Blue Group
<u>Friday</u>	8.30am 4 Year Old	4.00pm Red Group

### Fees

While the Government provides some funding to the four year old groups, fees are necessary to meet operational costs, salaries, and to maintain and purchase equipment. The three year group is totally dependent on parent fees to pay salaries and meet its operational costs.

A parent/guardian who holds a current Commonwealth Health Card/ Pensioner Concession Card/ VISA 866/785 is eligible for a reduction in fees in line with the subsidy paid by the Department of Human Services, if the child is attending a four-year-old funded preschool program.

To obtain the reduction, a designated representative/s of the Committee, prior to the start of each term, must sight the original Health Care Card/Pensioner Concession Card/ Visa 866/785. A photocopy must be taken and held on our file for reference.

For detailed Information about fees, please refer to our Fee Policy included.

### 2019 Fees

4 Year Old Preschool	Red Group	15 hours per week	\$500 per term
4 Year Old Preschool	Blue Group	15 Hours per week	\$500 per term
3 Year Old Preschool	3 Year Old Group	6 Hours per week	\$390 per term

### Please Note

A maintenance and administration fee of \$90 is to be paid in addition to first term fees on a per family basis. This levy will be non-refundable and used to cover maintenance and administration costs of the preschool throughout the year of the preschool by a local contractor.

Incursion, excursion and sun hat costs are included in the fees above. No fundraising levy is applicable, however participation in fundraising activities is encouraged. We also have a giving tree where parents can donate items that assist with the daily operation of the preschool. Eg. Stationary, cleaning supplies etc. More information will be provided at the start of the year.

## **2. Operation of the preschool**

### **About Our Preschool.**

Acacia Avenue Preschool is managed by a volunteer parent committee, and governed by a Constitution. The building is provided by and some maintenance is carried out by the City of Kingston. The Department of Education and Early Childhood Development is our funding (four year old program only) and supervisory body.

### **Committee of Management**

The committee is elected at the Annual General Meeting. It comprises of parent representatives. Photos of 2019 Committee will be displayed in the foyer at the beginning of the year.

### **Policies**

The preschool has a comprehensive set of policies which enable consistent management of the centre. These policies are available to parents

### **Communication**

Communication between families and Educators is vital. All Educators are there for you and your child. No issue is too big or small. If you would like to make a time to talk to someone then please do not hesitate. Before and after sessions can be rushed so making a time with the Educator is more beneficial. You can also text, email or call if that is easier. Keeping open communication can help us best understand your child and act appropriately to manage and support their needs as well as yours. We do have formal parent teacher chats mid year, communication throughout the year is just as important.

Newsletters will be sent out monthly via email. Notices will be emailed and or displayed on our communication board.

Educators will also send texts as a form of communication.

Email – [acacia.ave.kin@kindergarten.gov.vic.au](mailto:acacia.ave.kin@kindergarten.gov.vic.au)

Mobile - 0490848262

## **3. Day to Day**

The preschool foyer will be open prior to the preschool session starting time. Educators are legally not allowed to be responsible for children before the session commencement time. Parents/guardians are asked to wait in the foyer or out in the park with their child until preschool begins.

Children will be dismissed from the mat at the end of the session into the care of an adult. Please wait until your child's name is called. This procedure is essential for the safety of your child.

### **Signing In And Out.**

Children must be signed in and out in the Attendance Book. The name of the person who is collecting your child must be recorded. **Mum or self** is not sufficient, and the name must be clearly written. This is a regulatory requirement.

Written or verbal authorisation is required if your child is to be picked up by anyone other than those you have authorised on your child's enrolment form. This information can be added to at any time.

## **What To Bring**

- **Preschool Bag** - please provide a preschool bag for your child, for their belongings.

Please keep the following items in your child's bag:

4. **Spare clothes** (underwear, pants or leggings and top)
  5. Bring a **coat** in winter - our playground is cold, and we do go outside whenever possible.
  6. **Library bag**. - the preschool borrowing library will operate from second term for the four year old groups. The children will be making a library bag in Term 1.
  7. **Show & Tell** – begins for 4 Year Old Groups only in 2<sup>nd</sup> Term.
- Food - please provide a snack box for each session. Thursday and Friday sessions, 4 Year Old Groups require a snack box for morning tea, a lunch box for lunch time and a piece of fruit for afternoon tea. The Preschool aims to promote healthy eating and no nuts in food products brought into the Preschool environment.
  - Please refer to the healthy eating page of this booklet for information about our policy and food suggestions.

## **What To Wear**

Encourage your child to wear comfortable play clothes to preschool. Protective smocks are provided, but your children will get dirty, so please provide clothes that you won't worry about, so that the children are free to play. Dresses often make climbing difficult and hazardous. Long dresses are particularly awkward, and limit girls' active participation in climbing activities outside. Shorts or leggings are a more practical option. For safety reasons, thongs are not permitted. During warmer weather in accordance with our Sun Smart Policy children must wear clothes that cover their shoulders. Please refer to the Sun Smart flyer included in the pack.

## **Sun Hats**

We encourage the wearing of sun hats at preschool. To facilitate this, the preschool provides a hat for each child. The hats are named, and meet the Sunsmart guidelines and have adjustable sizing. The hat will remain at preschool at the close of each session, but be retained by the child at the end of the year.

## **Sunscreen**

Please apply sunscreen before your child comes to preschool. It is provided at the entrance of the preschool however must be applied by parent/guardian at the beginning of the session.

## **Children's Belongings**

Each child will have a locker for their belongings. Please clear these daily!

## **Procedures for Dealing with Illness**

If your child is unwell, they should not come to preschool. Please do not leave this decision up to your child. If they have been unwell during the night, they are probably tired and would be better at home.

In the event of your child becoming unwell at preschool all efforts will be made to ensure your child's comfort. You or your emergency contact will be asked to take your child home as soon as possible.

Parents will be notified via the communication board if children in the preschool community have an infectious illness. A notice regarding infectious diseases is included in this booklet.

### **Absence**

Please inform the educators if you know that your child will not be attending preschool on a particular day.

Please report absences via text 0490848262

### **Auditory Memory Program**

Children will be encouraged to tell you of important things that they need to bring to preschool. Through this we aim to encourage the children's memory and communication skills, as well as independence and responsibility.

The item to bring will be on the communication board, please wait to see if your child remembers - prompting is appropriate e.g. Do you need to bring something to preschool tomorrow?

### **Special Events/Incursions**

Special events, particularly those in which parents participate, are seen as vital in promoting the children's social and emotional development and are also an opportunity for parents to have quality time with their child in an environment special to the child.

### **Excursions**

A separate form is to be signed by the parent/guardian for each excursion. This is to give permission for the child to take part and to give staff the right to obtain suitable medical help if the need should arise. Parents are required to assist staff at a ratio determined by the teacher/committee for each excursion.

### **Parent Involvement**

Parents are warmly welcomed to our preschool community. We would appreciate parents (or other carers) to do duty at least once per term. This involves assisting the educators during the preschool session. Rosters for parent duty will be displayed from Term 1. Participation in fundraising and social activities is encouraged.

#### **4. Aims Of The Preschool Program – Our Philosophy**

##### **Acacia Avenue Preschool is currently implementing**

##### **The Early Years Learning Framework for Australia : Belonging, Being & Becoming**

In conjunction with **The Victorian Early Years Learning and Development for Children from Birth to Eight Years.**

The outcomes are:

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

The preschool program is planned to meet the developmental and emotional needs of the children. It is recognised that children will develop at different rates, and the program must therefore cater for a range of differing abilities. Children also have different interests, personalities and background, and the program will reflect this as the teacher plans the program to facilitate the learning of individuals, as well as the group as a whole.

Our strong belief is that children learn through play. While children are engaged in their own play, they are involved and motivated learners. The teaching staff will ensure that play opportunities are appropriate to the children, providing scope for self direction, as well as stimulating thinking. Play experiences are the building blocks which lay the foundations for more formal learning as the child matures.

In the development of the preschool curriculum, both thematic and interest based approaches are used. A broad topic is chosen and subject areas are linked to that theme, children's and families interests are also integrated into the daily program. The subject areas covered in the program are Language, Mathematics, Science, Art, Movement, Music.

Each child is observed and development is noted in the following areas physical skills - fine motor and gross motor, social, emotional, and cognitive development.

Through the provision of a warm, caring, and stimulating environment, each child is encouraged to develop to their full potential, and enjoy their preschool year. Co-operation with parents in every aspect of the program is encouraged, and we hope that through preschool involvement, the lives of both the child and the family will be enriched.

Close liaison with schools in the area also facilitates the smooth transition to school and ensures that the preschool program remains relevant to the needs of children entering school subsequent to their preschool year. Please feel free to discuss any aspect of the preschool program with your child's teacher.

## **5. Problems**

We would like you to feel you can approach us if you have any concerns to bring to our attention. The teacher can be seen after a session, or an appointment made for a time that suits you.

Confidentiality is at all times respected.

Any matters that you would like to bring to the attention of the Committee of Management should be directed to a committee member.

A formal grievance procedure is included in the preschool's constitution. Copies are available from the preschool on request by any parent.

The Department of Education and Early Childhood Development can also be contacted to raise any concerns you may have. You should request to speak to the preschool adviser for this region.

**Department of Education and Training Regional Office-  
Southern Metropolitan Region – 87655787**

**167 – 169 Thomas Street Dandenong 3175**

**Email – [smr.qar@edumail.vic.gov.au](mailto:smr.qar@edumail.vic.gov.au)**



## **6. How Can I Help My Child?**

We know that you will have some concerns and questions as you start your child at preschool. Please be assured that we will do everything possible to give your child the care and attention that he/she needs. Many children settle well in preschool, however, for some it does take time to adjust to their new surroundings. As your child begins this new experience we would like to recommend some suggestions that you, as parents can follow.

### **1 - Plan some rest into the day**

Children are very tired after preschool. Try not to organise too many activities for them as they will be putting a lot of energy into coping with their new environment.

### **2 - Plan your day so that you can spend some time with your child**

When children are tired, they are often more demanding of your time. Be patient. If you can talk a little about the happenings of each day, your child will feel more relaxed and confident at preschool.

### **3 - Avoid judging the value of a day by the amount of art work brought home**

Your child will be encouraged to participate in a range of activities, including dramatic play, sand and water activities, block construction etc. Art is just one of these. Most children enjoy art activities for the PROCESS AND EXPERIENCE of using the materials. They are not always interested in the end product.

### **4 - Aim to be on time**

A child who frequently arrives after the beginning of a session may have difficulty feeling a sense of belonging to the group. At the end of the session, young children can often feel very anxious if parents are not there to collect them, particularly as they see other children leaving.

\*Please telephone or text if you are going to be late to pick up your child.

### **5 - Communication is vital**

Please let an Educator know of any events that may upset your child e.g. Dad being away on business, a change in family circumstances, illness/ death, even a late night or a hectic morning, these may be helpful to communicate. At all times confidentiality is respected.

### **6 - Encourage independence**

Allow your child to carry their own bag, place snack/lunch on the trolley, remember library bag etc. Helping children become independent will help them become happier learners who can think for themselves.

### **FINALLY.....**

We hope you enjoy your time with us at Acacia Avenue Preschool.

**We look forward to a happy and fulfilling year ahead with all involved at Acacia Avenue, especially the children.**

## Healthy eating at Acacia Avenue Preschool

In line with the National Quality Standard 2.2 QA2 Children's Health and Safety, we provide evidence that healthy eating and physical activity are embedded in the program we implement at the preschool.

We encourage healthy eating at Acacia Avenue Preschool. Our expectation is that your child is to eat the food that you provide in their snack/lunch boxes. Please ensure that you pack only the amount of food that your child would normally eat.

Please note that we are unable to put any food items that the children bring in the fridge. Please pack an ice pack in their snack/lunch. We are unable to heat the children's food due to safety and health regulations.

Throughout the program we discuss with the children the appropriate types of food to eat at preschool. They are referred to as "sometimes" food and "everyday" food.

Everyday food needs to be in snack/lunch boxes each time a child attends preschool. We will request sometimes food when we are celebrating a special activity/occasion.

Children are invited to celebrate their birthdays at preschool. We do this by singing Happy Birthday and blowing out the candles on an artificial birthday cake that we have at the preschool (made of plaster).

'Treats' can be shared when celebrating a child's birthday. Suggestions: food alternatives ie. stickers, bubbles, balloons, pencils. Treats, chocolates, lollies etc will be sent home in child's snack/lunch box.

3 Year Old Group – Monday and Wednesday – named snack box

**Red Group** – Monday and Tuesday – named snack box

Friday – snack and lunch in separate named containers and a piece of fruit for afternoon tea

**Blue Group** – Tuesday and Wednesday – named snack box

Thursday – snack and lunch in separate named containers and a piece of fruit for afternoon tea

Please note that the children are given water to drink from a cup at snack/lunch/afternoon tea time. Water is also available at all other times both inside and outside during the program. You DO NOT need to provide a drink bottle

Food suggestions:

Fresh or dried fruit

Sandwiches

Corn/rice cakes

Wraps

Dry biscuits

Savoury biscuits

Plain biscuits ( eg. Teddy bear, marie biscuits etc)

Yoghurt

Cheese

Fruit muffins, cakes eg. Banana, blueberry, carrot NO CHOC CHIP

Pitted small stone fruit

Grapes and cherry tomatoes must be cut length ways

Please note that all home cooking requires a note of ingredients to be enclosed with the food item.

**IMPORTANT**

We request that kiwi fruit and all products containing nuts and sesame seeds including muesli bars be kept at home. This is because we have children and staff at the preschool with allergies.

Lollies, chocolates, chocolate cakes, chocolate biscuits, any food containing choc chips or sprinkles, potato/corn chips, popcorn, fruit/muesli bars are sometimes food and should not be provided in snack or lunch boxes.

As children learn how to take more responsibility for their own wellbeing, they will show an increasing independence and competence in personal hygiene, care and safety for themselves and others and an increasing awareness of healthy lifestyles and good nutrition.  
We thank you for your co-operation