



Acknowledgement of Country

Acacia Avenue Preschool proudly acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners and Custodians of this land, and we pay our respect to their Elders, past, present and emerging.



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Statement of Commitment to Child Safety

Acacia Avenue Preschool:

- is committed to the rights of all children to feel safe, and be safe at all times, including:
 - promoting the cultural safety of Aboriginal children;
 - promoting the cultural safety of children from culturally and linguistically diverse backgrounds;
 - promoting the safety of children with a disability; and
 - providing a child safe environment where children and young people are safe, feel safe, and their voices are heard about decisions that affect their lives.
- values, respects and cares for children;
- fosters opportunities for each child to participate, express their views and to learn and develop;
- always acts in the best interests of each child and has zero tolerance of child abuse;
- takes all reasonable steps to ensure the health, safety and wellbeing of children at all times, whilst also promoting their learning and development;
- actively manages the risks of abuse or harm to each child, including fulfilling our duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm; and
- continuously improves the way our service identifies risks of and responds to child abuse, and encourages reporting and improved responses to allegations of abuse.

Every person involved in Acacia Avenue Preschool has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Acacia Avenue Preschool is a Child Safe Organisation, and we implement all aspects of the 11 Standards. Further information can be found at:

<https://ccyp.vic.gov.au/child-safe-standards/being-a-child-safe-organisation/>

Please also refer to our [Child Safe Environment and Wellbeing Policy](#).

All our employees and 2026 volunteer committee members have completed the Foundations of Child Safety Training through the National Child Safety Reform initiative. This training was completed through Geccco - the Australian Government's online learning platform for the early childhood sector.

Standard 1

Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

Standard 2

Child safety and wellbeing is embedded in organisational leadership, governance and culture

Standard 3

Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

Standard 4

Families and communities are informed and involved in promoting child safety and wellbeing

Standard 5

Equity is upheld and diverse needs respected in policy and practice

Standard 6

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

Standard 7

Processes for complaints and concerns are child-focused

Standard 8

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

Standard 9

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

Standard 10

Implementation of the Child Safe Standards is regularly reviewed and improved

Standard 11

Policies and procedures document how the organisation is safe for children and young people

1. Welcome to Acacia Avenue Preschool

About Our Kindergarten

We are delighted to welcome you and your child to our kindergarten community. This is a special time in your child's life, and we are honoured to be part of their early learning journey. At our kindergarten, we nurture a safe, inclusive, and engaging environment where children feel valued, confident, and inspired to explore the world around them. This creates a great start for their journey into formal education.

Every child who attends Acacia Avenue Preschool is provided with a variety of learning opportunities and the educators ensure their time at the preschool is a positive experience.

Commencing kindergarten is an important step and you each 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 kindergarten experience.

Our Philosophy and Values

We are committed to:

1. Celebrating each child's individuality and strengths

We advocate, respect and promote children's rights. We believe that each child is a competent and capable learner with the right to be respected as a unique individual. Children are supported in developing a sense of well-being to be and become confident, secure and thoughtful members of our learning community. Each child is an integral part of our community and the connections between the children, their families and the wider community is recognised, celebrated, strengthened and promoted.

2. Partnering with families to support learning and wellbeing

We develop respectful and collaborative relationships with all families so they feel valued and engaged in shared decision making to support their child's learning.

We strive to advocate for families from diverse and complex family situations to access community services, resources, programs and to work within the child protection laws and responsibilities.

3. Creating a culture of belonging, safety, and growth

We strive to create a connected community where every member of the Preschool feels respected, included and valued.

We endeavour to demonstrate respect for all cultures of the Preschool community while acknowledging our First Nation People, we seek to collaborate with leaders and cultural groups in the community to increase our knowledge and understanding.

We demonstrate a commitment to promoting the value and contribution of our Preschool within the wider community.

Our Program

Every child enrolled in our funded 3YO or 4YO group receives access to a rich, play-based program at no cost to families.

The core program includes:

- ✓ A qualified Early Childhood Teacher (ECT) leading each group
- ✓ A thoughtfully planned play-based learning curriculum, aligned with the *Victorian Early Years Learning and Development Framework*
- ✓ A strong focus on children's interests, strengths, and wellbeing
- ✓ Opportunities for social, emotional, physical, language and cognitive development
- ✓ A mix of indoor and outdoor learning experiences that encourage curiosity, independence, creativity, and collaboration
- ✓ Daily access to our natural outdoor play space, fostering a connection with nature and environmental care
- ✓ Group times, music, stories, imaginative play, construction, sensory play, and more

We design learning spaces and experiences to reflect children's ideas, support sustained thinking, and nurture a love of learning.

Curriculum and Learning Approach

We facilitate each child's learning through a play-based approach that incorporates their physical, social, emotional, cognitive and emotional well-being. We facilitate learning opportunities that reflect on children's ideas, interests, and personal experiences to encourage the development of their skills in becoming enthusiastic learners.

Learning spaces are designed and set-up thoughtfully to scaffold children's learning, presenting opportunities for sustained shared thinking and collaborative learning.

Our outdoor learning environment encourages an appreciation and connection with nature and environmental care and awareness.

Our educational approach is guided by the **Victorian Early Years Learning and Development Framework (VEYLDF)**. We believe children learn best through play, inquiry, and meaningful relationships to support their development across the five **VEYLDF** learning and development outcomes: identity, community, wellbeing, learning, and communication.

The daily programs are very much child-centred, developmentally appropriate and based largely on "learning through play". Your child will be given lots of opportunities to interact with other children, participate in creative activities such as art, music, movement and enjoy enriching language experiences through stories, poetry and group discussions.

Planning each group's program happens progressively and is customised each year after observing the children as individuals and as a group. Every group of children is different, and therefore the program may alter slightly each year, depending on the needs and interests of the group. We take pride in curating activities and programs that respond to the unique and evolving interests of each group of children that comes through the kindergarten.

We value curiosity, kindness, resilience, and respect—and we support children in developing these qualities every day.

EARLY YEARS LEARNING AND DEVELOPMENT OUTCOMES

OUTCOME 1: CHILDREN HAVE A STRONG SENSE OF IDENTITY

OUTCOME 2: CHILDREN ARE CONNECTED WITH AND CONTRIBUTE TO THEIR WORLD

OUTCOME 3: CHILDREN HAVE A STRONG SENSE OF WELLBEING

OUTCOME 4: CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS

OUTCOME 5: CHILDREN ARE EFFECTIVE COMMUNICATORS

Our Teachers & Educators

Please see our website for our current list of Educators and Teachers and the group that they are allocated to each year.

All of our kinder programs (Red, Blue, Purple and Green) are run by a qualified Early Childhood Teacher (**ECT**). An ECT is an individual with university qualifications with speciality in early childhood education.

Our ECT's will plan learning programs tailored to the children's interests, strengths and needs. We have access to a variety of Professional Development opportunities and high standards set by the Department of Education. We have different tiers of intervention to support children's learning. We are still play based but we have significantly more structure than the traditional long daycare centres.

While play is central to the program, our ECT's ensure that learning happens throughout the day. A simple activity like "Show and Share" (children bringing an item from home) becomes an opportunity to develop confidence in public speaking. This allows our ECT to monitor any developmental needs, offering support and referrals when required.

Our Acacia Education Team are Diploma qualified or higher. This means all staff hold a Diploma or our teachers are all Bachelor qualified. This ensures our team has advanced training as room leaders and managers. Our Education Team all have many years of experience in the Early Childhood Industry.

Our team of passionate educators brings warmth, experience, and dedication to their work every day. We value open communication and strong relationships with families to support each child's journey.

Our educators create and maintain safe environments where children have the right to feel nurtured and respected, while being provided the time and opportunity to develop their sense of identity.

Our team engages in critical reflection and ongoing professional learning to review the quality of teaching and learning strategies and are committed to continuous improvement. They commit to be life-long learners alongside children, families and colleagues.

We demonstrate intentional teaching practices that are thoughtful and purposeful in building the children's foundations for successful learning.

We advocate early childhood education and the provision of high-quality education and care. We maintain a culture of ethical practice and in pursuit of social justice and equity.

We proudly use the practice principles of the Victorian Early Years Learning (VEYLDF) and Development Framework and the National Quality Standards.

Our Point of Difference

A key benefit of sessional kindergarten is that the same cohort of children and educators meet for the same duration each week. This means the children become familiar with the program, the group and the educators. Children start and finish at the same time compared with long daycare where children are collected at various times throughout the day. This allows the children to develop consistent routines and understand the expectations on any given day and supports school readiness.

Every child has an individual observation and development plan, identifying their strengths and supporting them to thrive. Our educators work closely with families to ensure the learning experience is appropriately designed to support each individual child.

Our experienced educators can also assist families and children to identify the additional learning needs and supports which may benefit your child's development, and can offer avenues to access things such as additional in-class support or allied health services.

2. Preparing for Kindergarten

2027 Term Dates

Term 1¹	Wednesday 27 January to Thursday 25 March
Term 2	Monday 12 April to Friday 25 June
Term 3	Monday 12 July to Friday 17 September
Term 4	Monday 4 October to Friday 17 December

Kindergarten's occasionally have child-free days to allow for staff development, mandatory training, and classroom

¹ Children must be 3 years old to commence a 3YO kinder program. For children turning 3 after the commencement of Term 1, please speak to your educators regarding transition and settling in session dates specific to your child.

preparation in line with VECTEA entitlements. Please ensure you are familiar with any child-free days that impact your child's group (the Education Team are best placed to confirm child-free days).

Group Timetables

2027	Monday	Tuesday	Wednesday	Thursday	Friday
Green Group (3YO)	9:30 - 14:30		9:30 - 14:30		9:30 - 14:30
Purple Group (3YO)		8:45 - 16:15		8:45 - 16:15	
Red Group (4YO)		8:30 - 16:00	8:30 - 16:00		
Blue Group (4YO)				8:30 - 16:00	8:30 - 16:00

Orientation and Settling-in Sessions

As this information can change depending on each class requirement, please look out for the Orientation and Settling-In Session details via email. If you have any questions regarding the orientation process or child-free days, please contact the Acacia Ave team.

Transitioning to Kindergarten

We understand that starting kindergarten can be a big step for both children and parents. Rest assured, we will do everything we can to support your child's wellbeing and help them feel safe, settled, and cared for. Many children adjust quickly, while others may take a little longer, and either is completely normal. Here are a few simple suggestions to help ease the transition:

Build in rest	Preschool can be exciting and exhausting! Try not to schedule too many activities after kinder. A little downtime helps your child regulate, recharge and process their day.
Spend time together	Tired children often need extra connection. If you can spend a little one-on-one time chatting about their day, it can help them feel more relaxed and confident.
Don't worry about what they bring home	Not every day will result in artwork or craft to take home. Children are busy learning through dramatic play, sensory exploration, building, and more. The process is what matters most, not the finished product.
Arrive on time and be there when the session finishes	Being on time helps children feel part of the group and settle into routines. Arriving late can make it harder for them to join in, and being picked up late (especially when others have already gone) can cause unnecessary worry. Please text or call us if you're running late for pick-up. Note: Acacia Avenue Preschool is a sessional program and students are to be picked up at the scheduled finish time.
Keep educators informed	Small changes at home can have a big impact on children's mood and behaviour. Please let us know if there's anything that might affect your child (e.g. changes in routine, illness, a disrupted night, travel, or family changes). All information is treated with care and confidentiality.

Encourage toilet training where possible	Children are encouraged to be toilet trained before starting, but we understand every child develops at their own pace. If your child is still learning, please speak with us so that we can work with you to support them gently and respectfully. Further helpful information is available at: https://raisingchildren.net.au/Preschoolers/health-daily-care/toileting/toilet-training-guide
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Understanding Victoria's Free Kinder Initiative

Our kindergarten participates in the [Free Kinder](#) initiative supported by the Victorian Government. This means that eligible children enrolled in a funded Three-Year-Old (3YO) or Four-Year-Old (4YO) kindergarten program can enjoy our **Core Program** at no cost to families.

- The Free Kinder initiative provides up to 15 hours per week of free 3YO and 15 hours per week of free 4YO kindergarten for eligible children at a sessional kindergarten.
- Children must turn 3 by April 30 to enrol in a 3YO program and must have turned 3 to attend sessions. *I.e., a child may miss some Term 1 dates if they have not yet turned 3.*
- Children must turn 4 by April 30 to enrol in a 4YO kinder program.
- Enrolment registrations are managed centrally through the [City of Kingston's Central Registration System](#).
- You will need to submit an application for 4YO kinder through the Central Registration System, even if your child has attended the 3YO kinder program at Acacia Avenue Preschool.
- Applications open from 1 May annually for the following year's enrolments.

Accessing a second (repeat) year of free kinder (4YO)

- [A second year of funded Four-Year-Old Kindergarten](#) may be considered when a child shows delays in learning and development outcome areas in the [Victorian Early Years Learning and Development Framework](#), and when:
 - the kindergarten program is deemed to be the most appropriate learning program
 - the child will achieve better outcomes at kindergarten than if they go to school.
- Our educators will discuss your child's progress throughout the year and further information will be provided at the appropriate times. You can always contact the kindergarten for further information or if you have questions.
- From 2026, children meeting the eligibility requirements can access [an additional year of funded 3YO Kindergarten](#) or an additional year of funded Pre-Prep, but not both. Further information will be made available in due course.

Victoria is changing "4-Year-Old Kindergarten" to "Pre-Prep"

- Four-Year-Old Kindergarten will transition to a 30-hour per week ['Pre-Prep' program](#) of play-based learning by 2036 across Victoria at stand-alone (sessional) kindergartens and long day care centres.

- From 2026 you will start to see 'Pre-Prep' programs offered in Kingston City Council and across the state which are a minimum 16 hours per week and available to eligible children from priority cohorts.
- Visit the Government's website to view the [roll-out schedule](#) and [determine whether your child may be eligible](#).
- As a result of the progressive roll-out, until 2034 when Pre-Prep is rolled out state-wide, you will continue to hear both "Four-Year-Old Kindergarten" and "Pre-Prep" terms being used. Rest assured, the content of the programs are the same, however enrolment is based on eligibility requirements/criteria.

3. Daily Life at Kinder

Starting kindergarten is a big step for children and families. Discussing the transition and what to expect with your little one can be helpful as they prepare for kinder.

Drop off and Pick up procedures

Signing-in and Drop Off Procedure

Families are required to sign their child in and out each day using our attendance system (using the iPads located in the foyer). You will be guided to create a PIN the first time you sign your child in. If for any reason the iPads are unavailable, there will be a paper sign in form available.

Only authorised nominees are allowed to drop off and pick up enrolled children. Authorised nominees details must be completed via EnrolNow. If you need to allocate a new person to collect or drop off your child, please ask for an authorised nominee form via email enrolments@acaciaavepreschool.org.au. Each nominee has a personal sign in and sign out pin number. When signing in, please indicate who will be collecting your child at the end of the session.

You may wait outside the classroom in the kinder foyer until the educators commence the session. As the Kindergarten does not offer extended care for regular kinder sessions, educators are only legally able to take the children in from the commencement of the session. We request that parents/guardians stay with the child until the session commences.

Signing-Out & End of Day Procedure

Families are required to sign their child out each day using our attendance system. If someone other than a parent or regular carer is picking up your child, they must be listed as an authorised nominee and may be asked to show ID.

Encouraging Independence and Auditory Memory Program

We encourage each child's independence by requesting that they put their own snack and lunch box on the trolley outside the classroom and take their bag and other belongings to their locker after saying goodbye. Some children settle easily, while others take time. Both are normal! You can help by:

- Talking positively about kindergarten
- Establishing a consistent goodbye routine

- Trusting educators to support your child after drop-off
- Being patient (it gets easier!)

Children will be encouraged to tell you of important items 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 and ClassDojo, but please wait to see if your child remembers! Prompting is appropriate e.g. "do you need to bring something to kinder tomorrow?"

Late Pick-ups - we understand that emergencies happen, but regular late pick-ups can be stressful for children. Please contact us by texting or calling your child's kinder teacher via the relevant mobile number as soon as you are aware that you are running late, and ensure alternative arrangements are in place when needed.

A snapshot of a child's day at Acacia

Most mornings commence with story time on the mat whilst children arrive, sometimes delivered as an audio-story to enable educators to interact with parents and observe the children on arrival.

Welcome to Country - every child at Acacia Avenue Preschool starts the day with an age-appropriate Welcome to Country, led by our experienced educators. This has been a connecting moment for the children to establish their own appreciation and connection to the land and First Nations people. We encourage you to ask your child to teach you the words and actions.

Throughout the day - every day includes a combination of learning experiences delivered as intentional learning, play-based learning, group mat time, and outdoor play. Educators prepare educational programs and materials in line with the VEYLDF and respond throughout the year to observations of child interests, strengths, and developmental milestones. Play zones within each classroom are set up based on specific topics or interests, for example a pirate ship or animal hospital, and changed regularly to keep the kindergarten environment engaging and enriching. Observations by our experienced team occur throughout the day, with the program pivoting where required in response to how the children present on any particular day.

Snack and meal times - educators and children frequently share meals together so children can observe adults eating and drinking alongside them. Acacia Avenue Preschool adopts neutral food language with children to encourage a life-long positive relationship with food and nutrition.

Drinking water - all children are encouraged to drink water several times per day, before snack and meal times, as part of the kindergarten routine, and have access at any time when needed.

Toilet breaks - prompted toileting breaks are incorporated into the daily routine alongside water breaks, with children also able to access toilets at any time they require. Assistance with toileting is provided where required or requested for any child. Privacy, agency and independence with toileting is encouraged and facilitated by educators. Some children may require individual access to the toilet area to feel safe and comfortable, and educators are experienced in observing and understanding this need and facilitating private access where desired.

Movement and story sessions - children enjoy a variety of songs and games each day which are integrated as transition moments, intentional learning, and play-based learning. Many transitions, e.g. moving children from the

group setting to a bathroom and water break, occur with games and activities to engage the children and teach valuable transition skills.

Rest and Relaxation during the sessions - slowing down and encouraging moments of rest is an important part of the programs. Educators will incorporate a variety of mindfulness and gentle activities which respond to the needs of the group at the time. If your child has particular rest needs, or commences a long-day 3YO program and requires a nap, please speak with your group educators to understand how this can be accommodated.

Transitioning out of the Classroom - Children finish the day with 'group mat time' in the classroom. You will find that at pick-up time, stories, songs, and audio-stories are used to enable educators to facilitate children collecting belongings and speaking with families about their day. The educators will watch parents and caregivers arrive and will call each child out individually. This is an important process for the children's safety.

We request that adults remain outside the room as we encourage the children to collect their bags and belongings independently before joining their parent/guardian. Learning this transition process can take some time, so during Term 1 you are welcome to assist your child at their locker.

Enrichment Programs

Yoga for Red and Blue Groups - we believe that yoga and mindfulness is beneficial to help children as it helps to regulate their emotions, improve and build on their physical well-being. Delivered by Vidooshi Joory, who has completed Zenergy Yoga 4 kids Teacher Training Foundation and Advanced Certificates, it is usually a half-hour session. By incorporating yoga into early learning, we are able to provide the necessary foundations for children to thrive through different stages of life.

Our approach is fun and vibrant, where the children are engaged through copying postures of animals. Children learn simple, safe and age appropriate yoga poses such as the tree pose, chair pose, echidna, wombat. At the end of the session the children are relaxed into the savasana pose for a few minutes after which they are encouraged to express themselves through a pose or make a drawing. The children are engaged in gentle activities such as simple breathing techniques and quiet time, introduced to help children connect with their bodies and feelings.

Music Programs The Red and Blue programs incorporate our long-standing weekly music incursion program - teaching music, theory, history, drawing, and movement in a fun, interactive, and informative session each week. The Purple and Green programs will also have the opportunity to engage in various music programs throughout the year.

Incursions - the 2026 children had the opportunity to have incursions from Kelly Sports, Little Woodworkers, CARP productions, Mad About Science, Glittery Taping Wonderland Dance School, Little Feet Music, Drama Toolbox

Excursions - sometimes an excursion may be planned to broaden the children's exposure to their world and development opportunities. Parent participation is required to maintain appropriate supervision ratios. Acacia will provide detailed information to families in advance of any planned excursion, including parent permission forms. We welcome ideas for suitable excursions from families!

Supporting your child after a kinder day

It's normal for kindergarten aged children to be tired at the end of the day due to the many physical, mental and emotional demands of a big day at kindergarten.

Kindergarten involves a lot of activity - play, learning, and social interaction, which can be tiring! Children's brains are working hard to process new information and develop new skills, and it's not surprising that many children experience a physical, emotional (and sometimes behavioural!) crash at the end of the day.

Supporting your child by allowing for some downtime, encouraging good nutrition and helping them get a good sleep overnight will ease this transition.

Eventually as your child adapts to kinder, you will find many families use the park next to the kinder as an opportunity to unwind after a big day. Swinging is known for emotional regulation!

What to Pack for a Kinder Day

Please make sure all belongings are clearly labelled, including clothes, personal items, backpack, snack & lunchboxes. Lost property will be available for collection in the foyer.

Backpack Essentials

Please pack the following for each kindergarten day:

- Lunchbox as per your group requirements (*see below*)
- Weather-appropriate clothing (layers are great!)
- Comfort toy (if necessary)
- Roll on sunscreen SPF 50+
- Spare change of clothes (accidents and messy play can require a quick change of outfit!)
 - Include underwear, socks, pants/leggings, and top.
 - If your child is toilet training, please pack additional changes of clothes and pullups if needed.
- A hat, sunscreen, and drink bottle is useful for after-session park play during summer.

For Red and Blue (4 year old) groups:

- Library bag/book (made by 4YO groups in Term 1 for the Preschool Borrowing Library which commences in Term 2)
- Show & Share item (commences in Term 2 or 3)

Clothing & Footwear

Children should wear comfortable, weather-appropriate clothes that allow for active and messy play and which are easy for them to independently take on and off for toileting or in cooler weather (e.g. coats). Closed-toe shoes with non-slip soles are ideal. Thongs and open sandals are not suitable for safety reasons.

In summer, please ensure good skin coverage, like t-shirts, rather than singlets/singlet dresses. The SunSmart policy requires that children wear clothes that cover their shoulders. Dresses, particularly long dresses, often make climbing difficult and hazardous - shorts/leggings are a practical option.

Optional Uniform Items

As part of our fundraising, a selection of Acacia Avenue Preschool uniform items are available to purchase - these will be on display in the kinder foyer. Uniforms are not mandatory.

If you wish to purchase a uniform item, please visit [EduThreads](#). If you elect to have the item delivered to kinder, please ensure you include your child's name and group is noted in the order. EduThread will pay a royalty of 5% on net sales back to our kinder. Free shipping to the kinder premises is available: please check conditions and cut off dates. Alternatively you can pay postage to have the item delivered to your door. If you have any questions (exchanges/returns/shipping questions) please contact EduThreads directly on 9029 5325.

Hats and water bottle

An Acacia Avenue Preschool sunhat is provided to each child at the start of Term 1 (in their group colour) and remains at the kinder during the year. The hat can be taken home at the end of the year as a token of their time at Acacia Avenue Preschool.

A personal plastic cup is provided to each child at the start of the year, so water bottles are only necessary for before and after kindergarten activities (e.g. park play) or if your child requires a drink bottle.

Snacks & Lunch

You know your child's appetite best, so please pack food items according to your child's needs. Some children will need a big protein morning snack as they had a small breakfast. Other children have a large breakfast and only need a light morning snack.

Packing lunches can be a learning process for children and parents. Regularly engage in conversations with your child about what they liked or what they found hard to open. This open communication with your child allows you to customise their lunchbox contents over the terms.

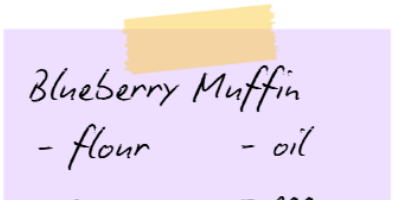
Green Group: morning snack and lunch (2 separate containers)

Purple, Red and Blue Groups: morning snack, lunch and a whole piece of fruit

Please note that some families (in Purple, Red and Blue group) will pack 3 separate containers for children so that the morning snack, lunch and afternoon snack are easily identified by the children.

Tips for a Great Kinder Snack and Lunchbox

Keep it simple – Familiar, easy-to-eat foods are best. Save new foods for home.



Blueberry Muffin
- flour - oil

Tell them what you are packing - let the children know what is in the container/lunchbox

Pack an ice pack – We can't refrigerate or heat food, so keep things cool and fresh.

Easy to open – please ensure your children can open the container/lunchbox themselves.

Small portions, big variety – A few small options are often more appealing than one big serve.

Provide a fork or spoon if required – Make sure they have what they need.

If you're sending homemade items, please include a note listing the ingredients (example here).

For safety and to minimise choking hazards, all tomatoes and grapes should be cut in half lengthwise, and **no popcorn** is permitted.

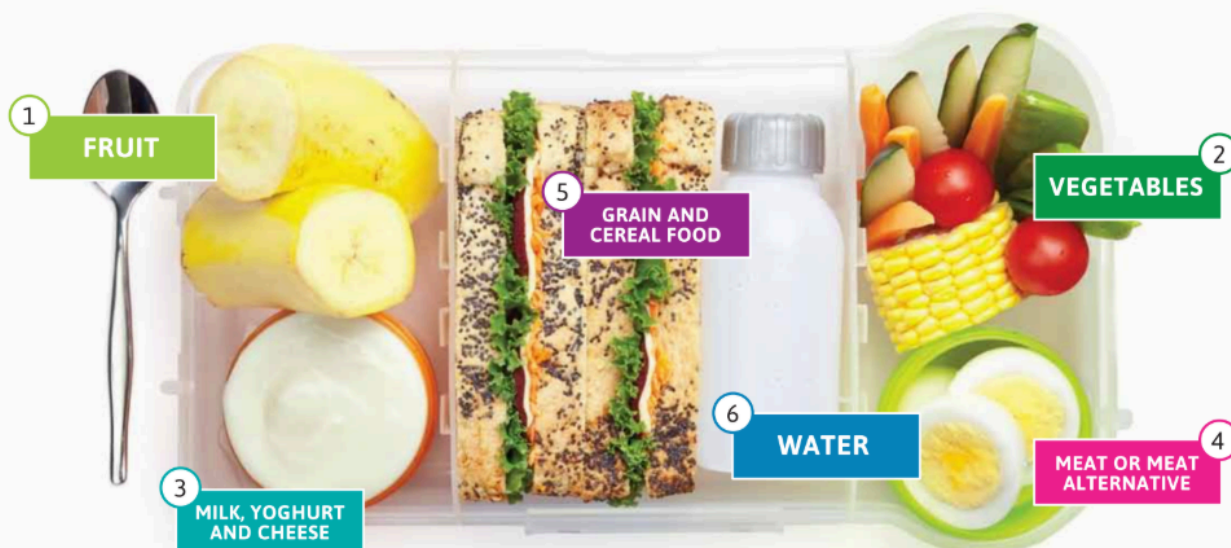
Please note that specific groups may have additional dietary requirements. These will be communicated to parents at the beginning of the year.



FOR A HEALTHY LUNCHBOX

PICK & MIX

SOMETHING FROM EACH GROUP 1-6!



Developed in conjunction with the Healthy Together Achievement Program to support a whole-school approach to healthy eating. Healthy Together Victoria is improving the health of Victorians, funded by the Victorian Government.



FRUIT 1	VEGETABLES 2	MILK, YOGHURT AND CHEESE 3	MEAT OR MEAT ALTERNATIVE 4	GRAIN AND CEREAL FOOD 5	WATER 6
FRESH FRUIT • Apple • Banana • Mandarin • Orange quarters • Passionfruit halves (with spoon) • Watermelon, honeydew, rockmelon chunks • Pineapple chunks • Grapes • Plums • Nectarines, peaches, Apricots • Strawberries • Cherries • Kiwifruit halves (with spoon) • Pear MIXED FRUIT • Fruit salad • Fruit kebabs DRIED FRUIT • Dried fruit, nut, popcorn mixes* TINNED FRUIT/SNACK PACKS/CUPS • In natural juice (not syrup)	FRESH CRUNCHY VEGIES • Corn cobs • Carrot sticks • Capsicum sticks • Green beans • Cucumber sticks • Celery sticks • Snow peas • Tomatoes (e.g. cherry and Roma tomatoes) • Mushroom pieces Can serve with either: • Hummus • Tomato salsa • Tatziki • Beetroot dip • Natural yoghurt SALADS • Coleslaw and potato salad (reduced fat dressing) • Mexican bean, tomato, lettuce and cheese salad • Pesto pasta salad* BAKED ITEMS • Grilled or roasted vegetables • Wholemeal vegetable muffins or scones • Vegetable slice (with grated zucchini and carrot) • Popcorn SOUP (In small thermos) • Pumpkin soup • Potato and leek soup • Chicken and corn soup	• Milk • Calcium-enriched soy and other plant-based milks • Yoghurt (frozen overnight) • Custard Tip: • Freeze the night before to keep cool during the day Can serve with either: • Cheese cubes, sticks or slices • Cottage or ricotta cheese • Cream cheese • Tatziki dip Can serve with either: • Fruit • Wholegrain cereal, low in sugar • Vegetable sticks • Rice and corn cakes • Wholegrain wheat crackers	• Tinned tuna or salmon in springwater • Lean roast or grilled meats (e.g. beef, chicken, kangaroo) • Falafel balls • Lean meat or chicken patties • Tinned tuna or salmon patties • Lentil patties • Lean deli meats (e.g. ham, silver-side, chicken) • Boiled eggs • Baked beans (canned) • Tofu cubes • Hummus dip • Lean meat or chicken kebab sticks • Peanut butter* Can serve with: • Wholegrain sandwich, roll, pita or wrap bread with salad • Rice and corn cakes • Wholegrain wheat crackers • Side salad Vegetable fritatta • Skinless chicken drumsticks • Savoury muffins or scones (e.g. lean ham, cheese and shallots) • Homemade pizzas with lean roast or deli meats and vegetables Can serve with: • Side salad • Steamed or roasted vegetables	MAINS • Wraps • Sandwiches • Rolls • Toasted sandwiches Tip: Use breads such as wholemeal, multigrain, rye, sourdough, pita, flat, corn, mountain, lavash, white fibre-enriched, soy and linseed, herb, naan, bagels, foccacias, fruit bread and English muffins. • Pasta dishes • Rice, quinoa or cous cous dishes • Noodle dishes • Sushi SAVORY BAKED ITEMS - Homemade pizzas - Wholemeal savoury muffins or scones (e.g. ham, cheese and corn muffins) - Vegetable based muffins - Pasta or noodle bake SWEET BAKED ITEMS • Fruit loaf • Wholemeal fruit based muffins SNACKS • High fibre, low sugar cereal (e.g. muesli) • English muffins • Crackers • Crisps • Rice cakes • Corn thins • Wholemeal scones • Pilelets • Crumpets • Hot cross buns (no icing)	• Take a water bottle (for refilling throughout the day) Tip: • Freeze overnight to keep foods cool in lunchboxes Sweet and savoury snack foods (e.g. muesli/fruit/nut bars, biscuits, crisps, cakes, muffins, slices) should be limited in lunchboxes. They can lead to excess energy intake if consumed in large amounts. Sugar sweetened drinks and confectionery should not be provided in lunchboxes. They can lead to excess energy intake and tooth decay.



4. Health, Safety & Wellbeing

Your child's health and wellbeing are our top priority. We follow clear guidelines to ensure a safe and nurturing environment for everyone.

Immunisations

Under the [No Jab, No Play](#) legislation, we require a current Immunisation History Statement from Medicare before your child starts. This ensures a safe environment for all children.

Allergies, Asthma and Medical Conditions

If your child has a medical condition, allergy, or requires medication (e.g. EpiPen, asthma inhaler), you'll need to provide:

- A current medical management/action plan
- Any required medication (clearly labelled and in-date)
- An individual risk minimisation plan, developed with staff

We are a **nut-aware** environment. Please avoid sending food with nuts or nut products.

Depending on the cohort, we will send specific instructions prior to the first day to ensure all necessary measures are taken regarding any specific allergy.

Illness Policy & Exclusion Periods

If your child is sick, the best place for them is at home so they can rest and recover. Even if they want to come, please don't leave the decision up to them—children who have been unwell overnight are often too tired for a busy day at kindergarten. If your child just isn't acting like themselves, it's often a sign they need a quiet day at home.

If your child becomes unwell during the day, we'll make sure they're comfortable and contact you (or your emergency contact) to collect them as soon as possible.

To help keep everyone healthy, please keep your child at home if they have:

- A cough, cold, or sore throat
- Influenza or a fever
- Vomiting or diarrhoea
- Eye infections or cold sores
- Infected sores, ringworm, or head lice
- Any other contagious illness (including COVID-19)

We'll keep families informed via our communication board and the ClassDojo App if there are any contagious illnesses in the kinder groups.

This link has all infectious diseases and their minimum exclusion period:

<https://www.health.vic.gov.au/sites/default/files/migrated/files/collections/research-andreports/m/min-period-excl-primary-schools-children-services-infect-diseases-doc.docx>

SunSmart Policy

We follow SunSmart guidelines. In Terms 1 and 4, children must wear a broad-brimmed hat (provided to each child by Acacia Avenue) and sunscreen when playing outside. Sunscreen should be applied prior to arriving at kinder in the morning, and will be reapplied following lunch. Parents are to provide roll-on sunscreen for their child's personal use that is SPF 50+.

Child Safety and Supervision

We are committed to the Child Safe Standards and creating a culture where children feel safe, respected and heard. All staff hold current Working with Children Checks and First Aid Training, and we follow rigorous supervision policies at all times.

We confirm that all staff and committee members have completed the national child safety training developed by the Australian Centre for Child Protection (ACCP). The training is available through Geccco (Australian Government's online learning platform for the Early Childhood Education and Care (ECEC) service. The training supports all people involved to meet legal child safety obligations, strengthen safeguarding practice and reduce harm to children.

Appropriate Behaviours

The physical and psychological safety of our children and educators is of utmost importance to everyone within the Acacia community. Everyone plays a role:

Education Team demonstrate appropriate behaviours, are trained to respond to challenging behaviours of many types (physical and psychological), and will contact families to discuss and concerns. Educators are highly experienced and trained to work with families to identify the needs of each individual child to support the best learning experience for them. They can work closely with families to provide the necessary support to make appropriate decisions for their children.

Parents, guardians and carers provide a commitment through the enrolment process and by choosing a sessional community run kindergarten to support educators by responding cooperatively and promptly where educators may need to request children be collected early. Parents can play a vital role in assisting educators to support children by keeping educators updated of changes in the child's environment or family circumstances. Building a rapport with families is just as important as relationships with the children.

Healthy Eating

We encourage healthy eating habits as part of our daily program. Food is an important part of wellbeing, and we talk with children about foods which help us grow and feel great and foods which are for special occasions. As

children grow, they begin taking more responsibility for their own wellbeing. Packing and discussing healthy, nutritious food choices supports children's independence, helps them tune into hunger cues, and builds lifelong habits for good nutrition and self-care.

5. Cultural & Inclusive Practice and Special Events

We love to celebrate important events and cultural traditions together. 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 their child.

Throughout the year, children engage in a variety of different celebrations, cultural events and learning by way of incursions, excursions, and program activities such as indigenous seasons, NAIDOC week, National Reconciliation Week, Book Week, Science Week, Mother's Day, Father's Day, Grandparent's Day etc.

Several education sessions are held throughout the year which focus on oral hygiene and body boundaries. Life Ed Australia, with Healthy Harold is one such incursion which the children thoroughly enjoy each year.

Cultural Events

Our program reflects and celebrates the diverse cultures of our community. Families are encouraged to share traditions, languages, and special days. If you wish to participate or think you could assist with organising an event in this space, please join the Committee or let the Committee know your idea.

Special Celebrations

Every year we arrange a special celebration for Mother's Day and Father's Day which allow the children to celebrate some of the special people in their lives, and acknowledge various special days such as Harmony Week with a variety of storytelling, activities, art and music. If you wish to participate or think you could assist with organising an event in this space, please join the Committee or let the Committee know your idea.

Birthdays

We love celebrating the children's birthdays during group time! We sing them 'happy birthday' with our special pretend 'birthday cake' and they blow out the candle. Families may send a small treat or non-food item (e.g. stickers, bubbles, balloons) to share (these will be sent home with the children rather than opened during kinder time).

6. Communication with Families

We value open and honest communication with families and have a variety of ways we share information and connect with families throughout the year.

Phone numbers

Acacia Avenue Preschool Office	9583 8133
Red Group (4yo) and Blue Group (4yo)	0490 848 262
Green Group (3yo) and Purple Group (3yo)	0494 799 489

Email addresses

Acacia Avenue Preschool Office	acacia.ave.kin@kindergarten.vic.gov.au
Red Group (4yo)	red@acaciaavepreschool.org.au
Blue Group (4yo)	blue@acaciaavepreschool.org.au
Green Group (3yo)	green@acaciaavepreschool.org.au
Purple Group (3yo)	purple@acaciaavepreschool.org.au

Absences

If your child is unable to attend on a particular day, please send a text message to your child's nominated mobile number noting the child's name and group, and the date that they will not be attending.

Classroom updates - ClassDojo

Acacia uses **ClassDojo** (an app) to record student and classroom updates, share photos, and provide a space for parents to stay engaged with their child's learning journey. It's simple, secure and provides a window into your child's learning journey at the preschool.

We would like all families to join us by signing up for a parent account on ClassDojo. You can use it on any device: it's a simple, free mobile app for iOS and Android, and can also be accessed from your computer at classdojo.com.

Educators will send you instructions on how to sign up at the beginning of the year. Please direct ClassDojo questions to your class educators. The educators follow the Child Photography Policy and Use of Digital Devices Policies in respect to Class Dojo.

Please do not use ClassDojo to report children absences or communicate with educators. Please use your class mobile number if you have any questions, need to report an absence or running late for pick up.

Social Media

Acacia Avenue Preschool has [Facebook](#) and [Instagram](#) social media pages managed by our volunteer Communications Officer on the Committee of Management.

At Acacia Avenue Preschool, the safety, privacy and wellbeing of our children is our highest priority. In light of ongoing national child safety reforms, we want to share active steps we are taking to lead with best practices across all our operations and platforms. We have completed a thorough audit of our social media channels and website, and have removed all images of children. Moving forward, we commit to ensure photos of children are not shared in public-facing media. This decision has been made to best protect our children's privacy, dignity and safety.

All our employees and 2026 volunteer committee members have completed the Foundations of Child Safety Training through the National Child Safety Reform initiative and any additional mandatory training required of their role. Our internal governance and policies are being formally updated to reflect these higher standards permanently. Protecting children requires continuous action and care. Thank you for supporting our commitment to creating the safest possible environment both online and offline.

Information shared by Email

The Committee of Management, Council and Education Team send updates by email to families, including the Acacia Newsletter. These provide lots of great information about events, fundraising, and general information about the kindergarten. Educators will also provide direct communication periodically by text message, ClassDojo, or printed notices in your child's bag. There are also information and noticeboards in the kindergarten foyer.

You will be sent a 'Communication Consent Form' to provide email and mobile phone contact details for any parent, guardian or carer which you would like included in these contact lists when you complete the formal online enrolment.

Group connection via WhatsApp

A volunteer parent will create a WhatsApp group for each kinder group to promote social and community connection. Please use the WhatsApp group to share upcoming playdates, local events you may have seen in the area and/or things lost at kinder. The Committee of Management will also use this group to share information and reminders about upcoming social and fundraising events, seek volunteers for events and share newsletters. Participation is encouraged, however remains optional for families.

Parent-Teacher Discussions

Our educators will offer parent teacher interviews in Term 2 and Term 4 to formally update families on their child's progress, experience, and development in relation to kindergarten. These are offered on a variety of days and times to suit your schedule and are a valuable opportunity to speak with your child's teacher.

Outside of the parent teacher interviews, we welcome communication from all care givers regarding their child or concerns that they may have relating to development, behaviour or school readiness.

We value open and honest communication with families. No concern is too big or too small, we're here to support you and your child. We welcome regular conversations with families at drop-off and pick-up, by appointment or email.

Compliments/Complaints

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 or to the President via president@acaciaavepreschool.org.au.

A formal grievance procedure is included in the Preschool's constitution and policies, available on the website.

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 South Eastern Victoria Region Office

Phone: 1300 338 738

Email: sevr@edumail.vic.gov.au

7. Getting Involved: Our community, volunteer-run kinder

There are a range of ways we encourage all parents to participate in our kinder community during their child's time with us. Please do what you can to be a part of the community.

We kindly request that you be supportive of the volunteer committee as they juggle work, family and volunteering at the kinder.

Ways You or Your Family Can Get Involved

There are a range of ways we encourage all parents to participate in our kinder community during their child's time with us. In some circumstances, people find that uncles/aunts/granparents are willing and able to assist at fundraising events and/or join the committee. Please carefully read through this portion of the document and consider how you can be involved to ensure our community-run kindergarten is successful and continues to run for many years ahead!

Many parents work and juggle volunteering with the support of their partner. Please reach out to current committee members about how you can navigate your family, work and kinder commitments.

Why Your Participation Matters

Volunteers are essential to the success of our kinder. Without an active and engaged parent group, many of the things we value most would not be possible. Quite simply, **a community-run kindergarten cannot function without volunteers.**

Some people find that they can only provide volunteer help at various stages throughout the year and we encourage you to raise your hand when you do have capacity (eg someone working as an Accountant in their day

job finds the May/June period too busy at their day job so would not assist the kinder in those months but in other months they may have capacity to do some volunteer work after hours which would greatly benefit the kinder).

We often refer to kinder as “community kinder” this is due to the fundamental requirement that parents electing to engage in our kinder understand that there is a level of volunteering expected from each family.

Stay and Play

We warmly welcome families into our preschool community and invite parents, carers or grandparents to help during sessions once the children have settled in.

Parent Volunteers (*Stay and Play*) usually begins in **Term 2 or 3**, depending on how each group is going. Once we feel the children are ready and would benefit from having extra adults in the room, we'll let families know and share a roster. You will be required to have a current Working With Children Check (WWCC) to provide support in the classroom.

Helping during a session is a great way to be involved, see your child in action, and support our educators - your time is always appreciated! More information about participating in Stay and Play can be found at [Appendix 2](#), including how to apply for a WWCC.

You can organise or assist in creating events and family days

A variety of events and activities run throughout the year, and everyone is invited to get involved, for example:

- Volunteering at Bunnings sausage sizzles, bake sales, raffles and other fundraising events
- Assisting with family days and community events
- Supporting an incursion as an extra set of hands
- Hosting an activity or stand at a community event, e.g. one parent who is a paramedic brought an ambulance to show children!
- Send a message through your class WhatsApp group and share your particular skillset so the Committee can ask you to assist, eg. supporting IT or maintenance tasks, assisting with setting up new classroom equipment, contributing ideas for innovative fundraising to support new resources and incursions, using your green thumb to maintain and improve the garden and outdoor spaces, etc.

Every contribution has a direct impact on the children's experience at Acacia Avenue. Volunteer efforts help us provide high-quality learning environments and resources, deliver engaging incursions and educational experiences, and maintain safe, welcoming, and well-equipped facilities.

Volunteering is a rewarding way to connect with other families, support your child's education, and strengthen the Acacia Avenue community. Whether you can take on a formal committee role or simply lend a hand when you can, your involvement is valued and appreciated.

Together, we can ensure Acacia Avenue Preschool continues to thrive.

Our Volunteer Committee of Management

Acacia Avenue Preschool Association Incorporated is an incorporated association and a registered not for profit. The Association itself, rather than the Committee of Management or any individual person, is the legal entity that is the employer, holds approval as the service's Approved Provider, and receives government funding.

The Committee of Management manages the Association's business on its behalf, setting direction and making key decisions, acting collectively in accordance with the Association's Constitution to support the operations, governance, and financial management - helping ensure a strong, vibrant future for our kindergarten.

All committee members are volunteers. Without these incredible people our kinder could not run!

Please do what you can to be a part of the committee, and be supportive of others as they juggle work, family and volunteering at the kinder.

As our kinder grows, and compliance requirements increase, the volume of work required of the Committee, educators, and service also increases. For this reason, the 2026 Committee reviewed and expanded the number of Committee roles to ensure that tasks and responsibilities can be shared across more people and volunteers can be confident that they can commit the time to be part of the Committee. Role descriptions are available by contacting the Committee at secretary@acaciaavepreschool.org.au.

Executive	Committee members (voting)	Committee members (non-voting)
President Vice President Secretary Treasurer	Policies Officer Enrolments Officer Grants Officer Communications Officer Events Officer - Planning Coordinator Events Officer - Volunteer Coordinator HR Staff Liaison Assistant Treasurer Compliance Officer ICT/Website Officer Newsletter Editor	General Member - Project Delivery General Member - Incursions General Member - Equipment General Member - Community Connection
		Subcommittees (non-voting)
		Fundraising Subcommittee (2-6 roles as required)

Having more general members makes a significant difference (many hands truly do make light work), and it helps the kinder run more effectively for everyone.

All volunteer committee members must complete the online [Foundations of Child Safety Training through the National Child Safety Reform initiative](#). This training is completed through Geckko - the Australian Government's online learning platform for the early childhood sector. This is a few hours investment to support your time on the committee and ensure children's safety.

What if I don't have capacity given my day job? You may consider job sharing or nominating to help with ad hoc admin tasks that can be completed after hours. The 2026 committee had 85% of members working a day job so please reach out to the existing group to ask how they juggled it.

Alternatively, please consider asking grandparents, aunts and uncles if they have capacity to help and reach out to the Committee for information on how they can be registered as members of the kindergarten association.

Committee Meetings

The Committee meets monthly in the evening on the last Wednesday of the month throughout the school year and are friendly and welcoming. Each role description outlines how much time may be expected of the role outside Committee meetings. Some roles have consistent activity throughout the year, whilst others - such as the Enrolment Officer - have periods of greater activity whilst at other times their role may be quieter.

Supporting Acacia Avenue Preschool Through Fundraising and Family Contributions

Acacia Avenue Preschool welcomes and encourages family support throughout the year. As a not-for-profit organisation, donations and fundraising play a vital role in the successful delivery of our programs and the daily running of the kindergarten.

Why are Donations and Fundraising so Important?

The Government's Free Kinder funding covers the core aspects of our program, but it doesn't stretch to all the extras that make our kinder so special. Through fundraising, grants, and initiatives like *The Giving Tree*, we're able to provide the additional high-quality resources and experiences that set Acacia Avenue apart.

Our funding from the Department of Education primarily covers staff wages and some of the basic, everyday costs of operating the kinder. However, it doesn't stretch to everything that helps make Acacia such a warm, engaging and well-equipped learning environment.

In addition, while the City of Kingston owns our building, the kinder is responsible for its maintenance. This means we cover the costs of cleaning, gardening, and general upkeep.

To enrich our program, we also offer extras like special incursions, and provide each child with their own hat each year. These special touches, along with quality resources and learning materials, are only possible through the generosity and support of our families.



Fundraising

Our Fundraising Team arranges a variety of fundraising activities and events throughout the year which support the kindergarten to deliver incursions, resources, and equipment which extend the Core Program, and support the increasing costs associated with the day to day administration and maintenance of our kinder.

In 2026 we held many wonderful fundraising events, including:

- Family Pizza Night (March)
- Harmony Week "Wear Orange!" Day (March)
- Easter Raffle (April)
- Mother's Day Event - Paint and Sip (May)
- Medallion Club Tickets Raffle (May)
- Pre-loved Women's Clothing Market (May)
- Bunnings Bake Sale (June)
- Crazy Hair Day (June)
- Winter Giving Tree (July)
- Bunnings BBQ (August)
- Father's Day Event - Magic Show (September)
- Pyjama Day (October)
- Kinder Photos (November)
- Picture Plates (September)

If an activity/event above is of particular interest to you, we recommend volunteering to assist with the organisation of the event/activity. Everything requires administrative work that you could assist to ensure something you value highly is completed in the year your child/children attend Acacia Ave Pre-School.

The Giving Tree

The Giving Tree has become a valued way for Acacia families to support the kindergarten community in practical, meaningful ways. We invite families to contribute (if you're able) to help us provide some of the everyday essentials that support our preschoolers' learning, play, and everyday comfort. Picking up one or two of these items during your regular shop is a small gesture that makes a big difference. It helps us stretch our Department funding further, putting more resources directly into activities and equipment for the children.

Enrolment Deposit Donations

Acacia Avenue Preschool has a refundable \$150 deposit to secure each child's enrolment at the kindergarten. Families are given the opportunity to receive their deposit back or donate it to the kinder, and an overwhelming majority of families kindly donate their deposit. This goes a long way to ensuring Acacia Avenue continues to be able to offer the quality facilities, resources, and extra opportunities that have been challenging to deliver in the tight economic environment of recent years.

Family Item Donations/Supply Requests

From time to time educators will send out a list of consumables that they are seeking donations for, e.g. baby wipes, disinfectant wipes, glue, blu-tack, etc. This supports the running costs of the kinder.

Please speak with the educators if you have ideas of items that would be beneficial in the classroom.

Container Deposit Scheme

As part of our fundraising and recycling efforts, we kindly ask that you collect eligible bottles/cans for the **container deposit scheme**. There is a large blue bin located in the foyer. We encourage parents to discuss recycling with their children so that they can assist with the collection of the eligible bottles/cans. It also helps the children's education of reduce, reuse and recycle. Please place your collections in the blue bin and if you notice that it is nearly full, please email a committee member.

We are so grateful for every contribution, big or small, and deeply value the ongoing support of our kinder community.

8. Transition to School

We support each child's transition to primary school through a range of experiences in the second half of the year during the 4 year old program. These may include:

- Group discussions and stories about school
- Developing self-help and social skills
- Sharing transition learning summaries with schools (with parent consent)
- Arranging the 4 year old classroom space to mimic the school classroom.

During parent teacher interviews, our ECT will discuss school placement considerations based on the observations of your child in the 4yo program and provide information and opportunities to meet with local school representatives. These conversations are helpful for families navigating school for the first time.

Our School Readiness Program

Acacia Avenue Preschool is well-known for delivering a high-quality, evidence-informed School Readiness Program that focuses on the whole child. We work together with local schools to ensure that development seen throughout the kinder program is shared with the child's selected school. Our program supports development across key areas essential for a successful transition.

Social and Emotional Development	• Building confidence, independence, and self-regulation • Developing friendships, cooperation, and problem-solving skills • Supporting resilience and the ability to adapt to new environments
Communication and Language Skills	• Encouraging clear expression of ideas, needs, and feelings • Building listening skills and following instructions • Engaging in group discussions and storytelling
Early Learning Foundations	• Introducing early literacy and numeracy through play-based learning • Supporting curiosity, creativity, and critical thinking

	• Encouraging persistence and a love of learning
Independence and Daily Routines	• Managing belongings and personal care • Following routines and transitions throughout the day • Developing responsibility and organisational skills

How We Support the Transition

To ensure children feel familiar and secure when starting school, we provide:

- Structured transition learning experiences during the kinder year
- Opportunities for children to practice school-like routines
- Support for families with information and guidance about school readiness
- Where possible, collaboration with local primary schools to support continuity

Our educators are experienced in preparing children not just for the first day of school, but for long-term success in learning and wellbeing. We take pride in our reputation for nurturing confident, capable learners who move on to school feeling prepared, supported, and ready to thrive.

9. Policies and Procedures

Our current policies are available on the website <https://acaciaavepreschool.org.au/>. The Committee of Management oversees the periodic review and update of policies to ensure they reflect best practice and regulatory requirements. Parent feedback on any policies is welcomed - please email policies@acaciaavepreschool.org.au.

10. Acknowledging Our Supporters

Acacia Avenue Preschool is incredibly grateful for the generous support of our community partners, grant providers, and local businesses. Their contributions make a meaningful difference to the experiences we are able to offer our children.

We kindly ask all our Acacia families to support the businesses that continue to support our kinder. Whether it's a regular shop or a once off shop, let the owners know that you appreciate the support of Acacia Avenue Preschool and their generous donation.

Grant Funding Support

In 2026 we were grateful to receive multiple donations, generous grants and significant fundraising contributions throughout the year. We proudly acknowledge the following organisations for their grant funding in 2026:

- [TerryWhite Chemmart Cheltenham](#) – awarded funding to support *our entire Music Program* for Term 2, 2026, enriching children’s creativity and engagement through music.
 - When shopping at the pharmacy (based at 28 Station Rd, Cheltenham) please mention you are an Acacia family.
 - The TerryWhite Chemmart Cheltenham is a not-for-profit- pharmacy in our local community. Most profits are returned directly to members and into our local community.
- [Kingston Youth Council](#) – awarded funding to enable all groups to participate in an engaging drama incursion, promoting movement, confidence, and self-expression.
 - This grant was decided by local Grade 6 primary school students are elected by their peers to serve on the Junior Council. This is a long-running civic initiative run by the City of Kingston in partnership with Chelsea Rotary Australia to teach local children about government and democracy. The children serving on the council in 2026 selected Acacia kinder and were very excited for our children to enjoy an incursion with the funds.
- [Community Bank Parkdale \(Bendigo Bank\)](#)– awarded funds to support early STEM enrichment for young learners, including a specialised incursion from Mad About Science, sensory wall, and new equipment to enhance hands-on learning opportunities.
 - When banking or opening up a child’s bank account at the Branch, please mention you are an Acacia family.
 - The Community Bank Parkdale (Bendigo Bank) gives up to 80% of profits back to the community. Their aim is to support local programs through grants and sponsorships.
- [The Foundations of Graduates in Early Childhood](#) - The Trustees of the Warrawong Grant awarded funding to support professional staff development run by It Takes a Village. This helps our staff to ensure they are up to date with new methods and can adapt to student and family needs. This is critical as we enter our biggest enrollment year yet!
- The Trustees of the Forest Hill Grant awarded funding to support multiple incursions for our kinder groups.
 - Students will be entertained by CARP Productions comedy based show using music, movement and imagination.
 - Students will benefit from Little Woodworkers incursion which allows children to build wooden toys independently.
 - Students will have Kelly Sports Program funded through this grant introducing them to football and soccer.
 - Students will enjoy Little Feet Music providing a fun break during a long term 4.
- [The Victorian Schools Garden Program](#) awarded our kinder \$1500 worth of compost soil to help improve our garden recognising the role outdoor play spaces have within Early Childhood Education.

- This will be used to help improve our existing gardens.
- [City of Kingston](#) delivered 40 free indigenous plants to our kinder to help improve our native gardens.
- This will help children learn the benefits of Gardens for Wildlife and how each individual home can contribute to our ecosystem.

Community Donations

We held many fundraising events and community events throughout 2026. Accordingly, we also extend our sincere thanks to:

- [Community Bank Parkdale \(Bendigo Bank\)](#)
- [Bocconcinos Pizza Parkdale](#)
- [Kingston Vets](#)
- [Scicluna's Mentone](#)
- [TerryWhite Chemmart Cheltenham](#)
- [Glittery Tapping Wonderland Mordialloc](#)
- [LaceyClay.byJen jewelry](#)
- [Woolworths Southland](#)
- [Bakers Delight Thrift Park](#)
- [Bakers Delight Mentone](#)
- [Bakers Delight Southland](#)
- [The Mean Bean Coffee Machine](#)
- [Ritchie's IGA Aspendale Gardens](#)
- [Costco Moorabbin](#)
- [Bunnings Mentone](#)
- [EduThread](#)
- [Ambulance Victoria](#)
- [Kelly Sports](#)
- [La Cle Remedial Massage Therapy](#)

Thank you to the parents who shared special skills with our kinder groups (such as bringing their FireFighter Uniform to class) or who baked goods for our Bake Sale.

Additionally we wish to thank all families who contributed their time volunteering and fundraising throughout the year. We are all so grateful to be part of such a strong community.

These contributions allow us to provide high-quality programs, inclusive opportunities, and enriched learning environments for all children. We are deeply appreciative of the ongoing support from our local community in helping our kinder thrive.

We acknowledge this information booklet was produced in August 2026 and we may have missed companies who supported us at later events in 2026. We will acknowledge those companies in 2027.

We look forward to a wonderful year together!

Appendix 1: Frequently Asked Questions (FAQs)

What happens if we're running late for drop-off or pick-up?

Life happens! If you're running late, just call or text message the kindergarten to let us know. For pick-up, if you're unavoidably delayed, please send a text message and staff will care for your child until you arrive or an authorised adult collects them.

Can my child bring toys from home?

We know children sometimes want to bring a special toy—but we recommend keeping toys at home to avoid loss or breakage. Educators may occasionally invite children to bring items to share for news or special days.

What if my child doesn't want to stay at drop-off?

It's normal for some children to take time to settle. Our educators are experienced in supporting children through separation anxiety and will work with you to find a gentle approach that works. A consistent goodbye routine really helps.

How messy do they really get?

Very! That's how we know they've had a great day. We encourage hands-on, play-based learning, which means mud, paint, water, and glue. Clothes should be practical and not too precious.

Do you have rest or nap time?

We don't have a formal nap time, but children are encouraged to rest or enjoy quiet time when they need it—especially in the afternoons. Cushions, soft music, or mindfulness activities are often part of this routine.

Will my child make friends?

Social skills are a big part of kindergarten. Some children make friends quickly; others take more time. We support children in building respectful relationships, navigating group play, and developing confidence.

What happens if my child has a toileting accident?

Please don't worry, it's common, even for older kids. We'll help your child clean up with kindness and discretion. Please pack spare clothes every day, just in case.

How do I stay in the loop with what's happening at kinder?

We share updates via classdojo, whatsapp, email, and our noticeboard. Educators are also available for a quick chat at drop-off and pick-up, or you can book a time for a longer conversation.

Appendix 2: Stay and Play Parent Volunteers

We greatly value the involvement of parents, grandparents and carers in our kindergarten program. Doing a *Stay and Play Parent Volunteer* session is a wonderful opportunity to spend time with your child in the kinder setting, meet their friends, get to know our educators, and share your own skills, culture, and knowledge with the children. For example, you might read a favourite picture book, sing a song in another language, or simply lend a helping hand during the session. Most importantly, parent volunteering gives you a chance to feel part of the preschool community and your child's learning journey.

Checklist for Parent Volunteers at Acacia Avenue Preschool

When you volunteer as a Parent Volunteer, our policies require the following:

- Parent Volunteers must hold a current, compliant WWCC and bring the physical card with you on the day, and complete any associated paperwork, online training, or other criteria required to obtain the WWCC from the issuing body.
- **No mobile phones** are permitted in the education and play spaces at any time. These must be kept in the office or foyer at all times.
- Stay and Play Parent Volunteers are **not to enter the children's toilet/wash area under any circumstances**, including to assist your own child. If you wish to assist your child with toileting, you must take them to the bathroom facilities located in the foyer outside the office.
- Sign in and out on arrival/departure as a visitor to the kinder.
- Wash your hands when you arrive, and before/after eating (just as the children and education team do).
- Dress appropriately and be **SunSmart** (broad-brimmed hat and sunscreen) during Term 4.
- Follow all applicable Acacia Avenue Preschool policies, including **Privacy and Confidentiality** and **Code of Conduct**, to respect all children and families. All current policies are available on our website.

Obtaining or Updating your Working With Children Check (WWCC)

The Volunteer WWCC is **free**, valid for 5 years, and required at primary school level too. You can apply online at www.workingwithchildren.vic.gov.au. If you already have a WWCC, please update your details to include **Acacia Avenue Preschool** here: [Update WWCC Details](#).