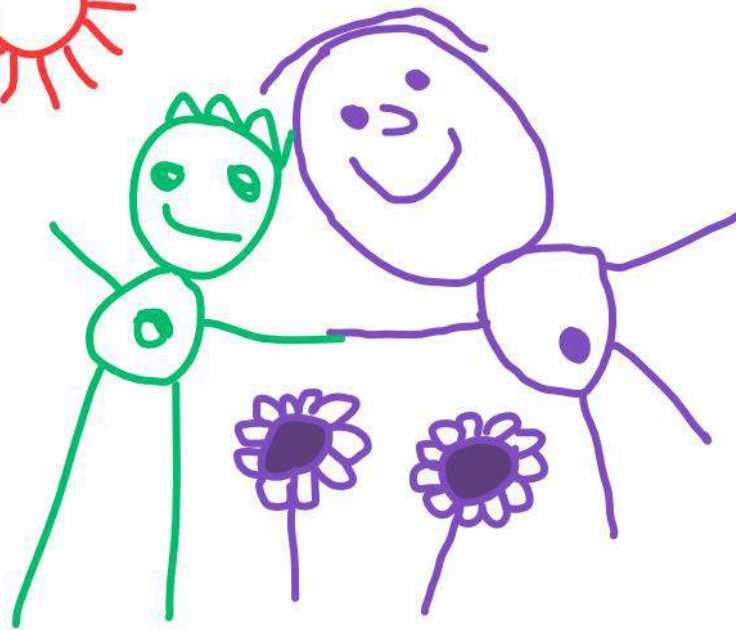
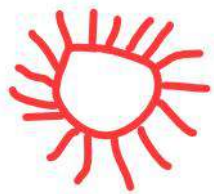


Forrestdale Community



Kindergarten

# Parent Information Booklet



Forrestdale Community Kindergarten

5 Weld Street,

Forrestdale WA 6112

Phone: 93970711

Teacher: Miss Bianca Brisset

Education Assistant: Mrs Sharon Williams

Email: [info@forrestdaleprekindy.com.au](mailto:info@forrestdaleprekindy.com.au)

[www.forrestdaleprekindy.com.au](http://www.forrestdaleprekindy.com.au)

Forrestdale Community Kindergarten is a community based non-profit Kindergarten service for children 2.5 to 4 years of age, which is governed by a Parent Committee.

Forrestdale Community Kindergarten's mission is to provide a safe, caring and nurturing environment, which promotes a love of learning that, will last a lifetime. We aim to make our kindergarten a welcoming place for students, parents, families and the wider community.

Please read the information in this booklet to help you see that Forrestdale Community Kindergarten is the place for your child's early education. If you require any further information, please do not hesitate to consult with our staff members. We look forward to welcoming you and your family to Forrestdale Community Kindergarten.

## Philosophy

Forrestdale Community Kindergarten provides a prekindy program with the following aims:

- Encouraging children to make decisions and take responsibility for their own behaviour;
- Encouraging children to share and actively participate in their own learning journey;
- Engaging, supporting and inspiring Educators to provide a warm, respectful environment with professional manner;
- Encouraging collaboration with the Parent(s)/Guardian(s) ; and
- Implementation of the National Quality Standards and use of the Early Years Learning Framework to the best of our ability.

## Learning

During the day your child will learn;

- To develop self confidence and a sense of achievement in everything they do.
- To be independent and responsible for their own belongings.
- Sharing and caring for peers.
- How to appreciate others feelings; to accept good and bad feelings.
- The importance of hygiene.
- Many early learning foundations, for example basic shape, number and colour recognition.
- The importance of participating in tasks and following instructions.
- Important skills to assist in preparation for four year old kindergarten.

Children will experience many activities focusing on Sensory Play, (learning through senses), Manipulative Play (learning through touching/feeling), Creative Play (learning through making), Dramatic Play (learning through role-playing) and Exploratory Play (learning through finding out).

If you have any queries about the program, please do not hesitate to contact Bianca by email at [info@forrestdaleprekindy.com.au](mailto:info@forrestdaleprekindy.com.au)

## Policies

Written policies have been developed in accordance with our philosophies and principles that reflect the needs of the children, staff and parents. These policies are required under the Child Care Services Regulations (2011) for licensing and accreditation and reflect quality education we set for the centre.

These policies are available for you to read as well as a copy of the Regulations at our Kindergarten. If you would like a copy please speak to one of the teachers.

## Parent Committee

As we are a Community Kindergarten we are run by a Parent Committee, with a new committee being elected for each new school year. By taking part in the Parent Committee you are provided with a wonderful opportunity to form close friendships and have input into your child's kindergarten experience.

The Parent Committee is voluntary and is responsible for the financial management of the Kindergarten. The Parent Committee must meet 10 times per year to discuss purchases, bills, organising activities & events, maintenance & fundraising.

Generally speaking the Committee meets once per month during the school year. All parents (regardless whether they are on the committee) are welcome to attend to

help provide input into the operations of the service and raise any ideas or issues for the community.

As a Community Based Association we recognise the valuable role families and the wider community play in children's education and care. Your encouragement and aid, in whatever way, such as coming in for parent roster, help with fund raising and at our Kindy busy bee days, is of invaluable assistance.

You are encouraged to become involved with the program of the Centre and your ideas and suggestions are greatly appreciated. We are always happy to have people come in with interesting things to show, sing, teach and make with the children, especially activities of a multicultural nature.

## Communication with Parents

Any information provided by the teacher will be sent home with your child each day in a communication folder (provided), or via email. Please speak to the teacher as soon as possible about any concerns or queries you may have before or after your child's session.

At the end of the year children will be sent home with a portfolio demonstrating a snapshot of some of the many experiences they have with us. We encourage you to look through these with your child discussing with them what they've experienced in a positive manner.

## Fees

Our fee structure consists of:

- a) A **\$100** non refundable registration fee to be paid when returning your enrolment form. This secures your child a place in our kindy.
- b) **\$60** per session charged on a monthly basis. Term fees are to be paid by the due date on your invoice.

Invoices need to be paid by the due date noted on the invoice to ensure your child's placement for that following term.

Please ensure you are prompt with your payments as vacancies are limited. Failure to pay fees by the due date may result in your child's enrolment being cancelled.

If you are unable to pay your fees by the due date please talk to the teacher or Parent Committee to request other arrangements.

## Fundraising

Fundraising is integral to the running of the centre and parents may be asked to participate in fundraising throughout the year. All parents are encouraged to participate as all monies raised go towards resources for our program and maintaining and upgrading our facilities.

## Excursions and Incursions

During the year the children may partake in excursions/incursions. If an excursion/incursion is planned, a note regarding the excursion/incursion will be sent home with your child to explain the excursion/incursion and obtain parental permission.

During the year we have planned for three incursions. The cost of these incursions has been included in the session fees with a plan to organise one per term for Terms 2, 3 and 4.

In addition, we welcome any special skills and talents from families and friends to come in to share with the children.

## Classes

Classes run on Tuesday, Wednesday and Thursday 9am to 2.30pm, subject to meeting minimum number requirements. We will do our best to accommodate your requested day but we will need to reach the minimum number of students in order for any of the classes to run. Children are welcome to attend more than one day a week as each day's teaching program is different. Please speak to our teacher Bianca if you would like your child to attend more than one day (fees will apply).

## Age and Toilet Training

We prefer your child to be toilet trained prior to commencing our pre kindy program, however we realise that not all children will be. If your child is not toilet trained you will need to provide enough nappies each day for your child. If your child has not been toilet trained prior to starting school, and you wish to start toilet training, we ask that you commence toilet training the day after the child has attended kindy so that your child has a few days of training at home before coming back to kindy.

Children are welcome to start as soon as they are 2.5 years old, regardless of what week of the term that will be. You can enroll your child as early as you wish to secure their place in our pre kindy program.

## Enrolment Process

The enrolment process begins with parents filling in the Enrolment form and paying the Registration fee to secure your child a place. Once the Enrolment form has been received, parents will be sent a confirmation letter with details of which class your child is enrolled in.

The details required on the enrolment form are needed by our staff to help them take the best possible care of your child and meet our licensing requirements. All information is strictly confidential. Parents will need to attach a copy of your child's birth certificate and current immunisation record.

## Change of Details

If any of the details on the enrolment form change, please advise the teacher in writing immediately.

## Arrival and Collection of Children

Your child's safety is our primary concern and therefore we will only release your child to the custodial parent or the authorised persons identified on your enrolment form. Any changes must be advised in writing to the staff as soon as possible.

If you are unavoidably detained and unable to collect your child at the end of your session, it is important that you telephone the teacher and advise of your expected time of arrival or your arrangement for another person to collect your child.

If you have not contacted the teacher and your child has not been collected at the end of their session, the teacher will attempt to telephone you, or if this is not successful, the emergency contact people listed on your child's enrolment form, to arrange for their immediate collection.

## Signing In and Out Book

Please ensure that you complete the SIGN IN and SIGN OUT book available at the entrance of Kindy for each session. This is important as we must keep accurate attendance records. Parents/Guardians and/or visitors over the age of 16 years must sign in to the SAFE WA app via the QR code or by writing your details on the paper copy. Upon arrival everyone including children must either hand sanitise or wash their hands with soap and water.

## What to Expect During the Program

A typical day in our prekindy program includes:

- Welcome time and morning activities
- Fruit time – each child is requested to bring along a piece of fruit cut up in a separate container (labeled with their name) to their lunch box.

- Story Time
- Lunch – each child is to bring their own healthy lunch and we encourage independent eating. The Kindy strongly promotes healthy eating.
- Rest time – each child can bring in their own pillow to rest on
- Afternoon activities
- Depending on the weather, the children will have the opportunity to play outdoors throughout the day. Children will need to bring their hat to kindy each week regardless of the weather.

## What should my Child wear to Kindy?

Please dress your child suitably for play activities in clothes that you do not mind getting grubby. Children should come to kindy in comfortable clothes and shoes that are suitable for climbing. As we have a very large outdoor undercover area, we utilise this throughout the year so even in the colder months the children have the opportunity to play outdoors. We encourage children to come dressed in warm clothing throughout the colder months.

Children are able to take their shoes off, if they choose to. We encourage bare foot play both indoors and outdoors.

Parents have the opportunity to purchase our uniform which is optional; this includes t-shirt and/or bucket hat. Parents can order or purchase these at the orientation morning. As we are a small community kindergarten we only place the one uniform order at the start of the year. We do order spares to sell throughout the year but cannot guarantee spare uniforms in stock.

## What Should Your Child Bring to Kindy?

Your child will need to bring to Kindy each week:

- A School Bag: Please provide a bag big enough to fit all their belongings as well as any craft they wish to take home. Each child will also be given an A4 plastic communication folder to take home during the term.
- Spare clothes: Please provide 2 extra sets of clothes in your child's bag at all times to change into should the need arise (this includes underwear, socks etc).
- Sun Hat: The Kindy promotes sun safe practices so it is essential your child bring a wide brim or similar sun hat. If they do not bring their own hat, your child can choose a hat out of the spare hat box or will be asked to play in the shade.
- Drink bottle with water only: Please ensure your child brings a drink bottle that they can open unassisted.
- A piece of fruit/vegetable: Cut up in a separate container from their lunch box with your child's name on it.
- Lunchbox with lunch: Please provide a lunch that your child can eat unassisted. Please note that we have a "no nut" policy (this means no Nutella, peanut paste, nut bars, muesli bars with nuts in it, etc. Please check labels carefully).

Simple finger foods are best, such as sandwiches, chopped cheese, meat, fruit, crackers and salad. The Kindy promotes healthy eating practices so please do not send chocolate, lollies, chips or any other foods of a similar nature. If there are children with specific food allergies then some certain foods may be restricted and once this information is known we will pass it on to you immediately.

- Sleep pillow (and blanket): Please bring a pillow (and blanket) for your child to use during rest time. Please put the pillow (and blanket) in a clearly labelled bag to be stored at kindy during the term. Please note that the bag must be a cloth (not plastic) bag. At the end of each term we will send the pillow (and blanket) home to be washed and returned for the next term. (A blanket is optional)

**All items including school bag, all clothing (including shoes, spare clothes, hats etc), drink bottle, sleep pillow (and blanket and bag) need to be clearly labelled with your child's name.**

**All other materials and equipment are supplied.**

## Toys

We would appreciate it if you could ensure that your child's personal toys stay at home. Loss of or damage to toys is a heartache to the children and the kindy takes no responsibility for any broken or lost items.

## The First Few Weeks

For some children this is the first time they have been separated from their family and loved ones. Sometimes the initial separation can be difficult.

Each week when you arrive at kindy, bring your child inside and help them to unpack their bag. Encourage your child to place their drink bottle, hat and lunch box inside a pigeon hole. Their school bag will stay outside during the kindy day on one of the hooks attached to the wall.

At 9:15am the bell will ring and this will signify that it is time for the children to pack away and sit on the mat. Before the bell rings you are welcome to settle your child with a book, puzzle or table top activity.

If your child is visibly upset, leave them with the Teacher or the Education Assistant. Usually children will only cry for a few minutes. When they see their parents are definitely gone, they happily settle down to enjoy themselves. We understand that this time can also be difficult for parents, so if there is a continuing problem with separation we will contact you by phone.



## Birthdays

Children's birthdays are a special day that we enjoy celebrating with them. If parents wish for Kindy to celebrate their child's birthday they may provide small cupcakes for morning tea depending on your session. Parents are more than welcome to join the occasion if they can. If there are any allergies in your child's class, we will notify you at the start of the year or when the child commences. Children who have allergies may be asked to supply an alternative so that they do not miss out on the celebrations.

## Laundry Roster

The Kindy has a laundry roster so that hand towels, tea towels and other such items can be washed after each session. A roster will be put out at the beginning of each term and we encourage all parents to help out. It will be displayed on the Parent Notice Board. The laundry bag will be available to collect at the end of the session.

## Guiding Children's Behaviour

Forrestdale Community Kindy is committed to providing children with a safe and secure environment and the opportunity for positive and respectful interactions with adults and children.

Learning appropriate behaviour is part of your child's social development. Our staffs aim to help children to be responsible for their own behaviour and to develop an understanding of what is appropriate in different situations.

You are encouraged to discuss your child's behaviour with the teachers to ensure consistent behaviour expectations between home and Kindy. Limits to children's behaviour will always be clearly expressed in positive terms and reinforced consistently in a developmentally appropriate way. Children will be encouraged to settle their differences in a peaceful manner. Teachers will focus on positive behaviour, providing praise and encouragement where appropriate. Wherever possible, problems will be prevented before they arise by using appropriate methods.

If any issues arise, parents will be told at the end of the day when they arrive to collect their child.

## Complaint Procedures

Please let us know if you are unhappy with any aspect of the service we provide for you and your child. We welcome all parent feedback, including your grievances and complaints, as these will help us to improve the services we provide. All concerns or complaints will be dealt with in a prompt, positive and sympathetic manner.

If you have a complaint or concern you may discuss your problem with the committee by making an appointment to meet at an appropriate time. Parents are also entitled to direct their complaints to the Education and Care Regulatory Unit, Phone: (08) 6551 8333 or email [ecru@dlgc.wa.gov.au](mailto:ecru@dlgc.wa.gov.au) .

## Unwell Children

Children suffering with infectious diseases are unable to attend Kindy until written clearance is given from a doctor. In the event of an outbreak of a communicable disease at the centre, families and the Health Department will be notified. It is better for all if children who are sick refrain from coming to Kindy.

We are not able to care for children who are ill. In the event your child becomes unwell whilst at Kindy, you will be contacted and asked to collect your child immediately.

On your child's enrolment form you have given approval for an ambulance or doctor to be called if urgent medical attention is required. Every effort will be made to contact you or your nominated emergency contact people as soon as possible. All medical and ambulance costs are the parent's responsibility.

We also have a Head Lice Policy that must be adhered to for dealing with what can be a recurring nuisance.

## Medication

Wherever possible, medication should be administered by parents/guardians at home. However, we are aware that this is not always feasible. Therefore, to ensure children's safety and welfare, the giving of medication at Kindy will be strictly monitored.

All medicines must be handed to the teacher and the medicine forms filled out each day that your child requires the medicine. Medicine must be collected at the end of each session. All medicine must be in original container with child's name on it.

If a child is receiving regular medication at home but not at Kindy, Kindy should be notified of the purpose of the medication, its nature and the possible side effects it may have on the child while they are in care.

Parent(s)/Guardian(s) are required to provide kindy with a medical management plan if their child has a known medical condition, allergy or other health care need. The teacher will develop a risk minimisation plan and a communication plan for your child with a specific health care need, allergy or relevant medical condition. This must be signed by each child's parents(s)/Guardian(s) at the commencement of their enrolment.

## Accidents

Despite every precaution, accidents will occur at Kindy from time to time. In the case of a minor accident, staffs who are qualified in First Aid will attend to the injured child as required. Depending on the injury, you will be contacted at the time of the accident or informed about the incident when you arrive to collect your child. All accidents will be recorded for our files and need to be signed by the staff and parent.

If a serious accident occurs which requires more than simple first aid treatment you will be contacted immediately or, if you cannot be contacted, your emergency contact person will be phoned. Your child's injuries will be assessed and either an ambulance will be called or your child will be taken to a local clinic or medical practitioner for medical treatment.

Finally, the programme at Kindy is designed to be a fun and enjoyable experience for all involved, teachers, students and parents. It is an opportunity for children to explore the world around them and discover that learning is fun.

We look forward to getting to know you and your children better through your time here at Forrestdale Community Kindergarten.

Thank you for taking the time to read our Parent Handbook.

Please speak with the teachers or the Parent Committee,  
if you require any further clarification.