2027

PARENT INFORMATION HANDBOOK



ABN 20 847 536 881
38 Gracedale Avenue
Ringwood East VIC 3135
(03) 9729-9731
tarralla.kin@kindergarten.vic.gov.au
www.tarrallakindergarten.org.au

2027 TEACHERS AND EDUCATORS

Four Year Olds Groups:

KANGAROOS

Teacher	Sharon Walker
Educator	Fiona McCracken-Wood
Educator	Wendy Maynes

KOALAS

Teacher	Angela Mignot
Educator	Shelley Garrett
Educator	Jade Johnston

KOOKABURRAS

Teacher	Jessica Jones
Educator	Kellie Barling
Educator	Aurelia Limas

Three Year Old Groups:



ROSELLAS

Teacher	Melissa Smith
Educator	Kellie Barling
Educator	Rebecca Challis

POSSUMS

Teacher	Kelly-Anne Cleggett
Educator	Santina Cristiano
Educator	TBA

WOMBATS

Teacher	Annette Munro
Educator	Jean Barlis
Educator	Gulay Pekcan

TERM DATES 2027

Term 1: Wednesday 27th January (educators start)
From Thursday 28th January children start (check group Orientation)
to Thursday 25th March
Term 2: Monday 12th April to Friday 25th June
Term 3: Monday 12th July to Friday 17th September
Term 4: Monday 4th October to Friday 17th December

SESSIONS – DAYS AND TIMES

Four Year Old Groups:

Kangaroos



Monday	8:30am - 4:00pm (7.5hrs)
Thursday	8:30am - 4:00pm (7.5hrs)

Koalas



Tuesday	9:00am - 2:30pm (5.5hrs)
Wednesday	9:30am - 3:00pm (5.5hrs)
Friday	9:30am - 1:30pm (4hrs)

Kookaburras



Tuesday	9:30am - 3.00pm (5.5hrs)
Wednesday	12:30pm - 4:30pm (4hrs)
Friday	8:30am – 2:00pm (5.5hrs)

Three Year Old Groups:

Wombats



Tuesday	8:30pm - 4:00pm (7.5hrs)
Wednesday	8.30am – 4.00pm (7.5hrs)

Rosellas



Monday	8:30am - 3:00pm (6.5hrs)
Thursday	8:30am - 3:00pm (6.5hrs)

Possums



Monday	9:00am - 2:30pm (5.5hrs)
Wednesday	8:00am - 12:00pm (4hrs)
Thursday	9:00am - 2:30pm (5.5hrs)

STARTING KINDERGARTEN



We begin the year with staggered starts to support a smooth transition into kindergarten. For many children the starting of kindergarten can be very overwhelming, and it is not surprising that they may find it difficult to leave their parents and stay in the care of people with whom they are not familiar.

Some children will cope easily and will settle without any worries; others may have a reaction later in the term. If your child feels apprehensive, don't worry, or become overly anxious – calm and confident handling, mixed with lots of understanding works best. If you feel uneasy about leaving, your child will pick up your feelings and may wonder if they are safe. Always say good-bye to your child before you leave.
Please ask the teacher for assistance if you're experiencing difficulties.



Our aim is to settle the children into the kindergarten program as smoothly and quickly as possible.

A well-structured orientation program enables each child to settle, which benefits the group.



During the orientation program the sessions are shortened for the first few weeks, increasing in length each week. We are committed to working with families to ensure that starting kindergarten is a positive experience that meets the needs of all children and families.

THE EARLY YEARS LEARNING FRAMEWORK

Both the 3 year old and 4 year old curriculums use the National Quality Framework to plan an educational program for children. The framework identifies five Early Years Learning and Development Outcomes for all children.

Identity	**Children have a strong sense of identity**
Community	**Children are connected to and contribute to their world**
Wellbeing	**Children have a strong sense of wellbeing**
Learning	**Children are confident and involved learners**
Communication	**Children are effective communicators**

The programs are planned according to children's individual interests and their developmental needs, along with group and community areas of interest. Teachers also plan intentional teaching goals for the child and the group. Learning goals are developed through a play based curriculum exploring the indoor and outdoor environments. Educators document children's learning throughout the year and plan learning goals for individual children around these observations in conjunction with parents learning goals for their child. We value our partnership with parents and aim to work towards common goals for children's learning.

More information about the Early Years Learning Framework can be accessed at: https://www.education.gov.au/national-quality-framework-early-childhood-education-and-care-1

BEGINNING THREE YEAR OLD KINDER

As per Tarralla's and MIKA's enrolment policy, children may be enrolled in three year old kindergarten before they turn three years of age, but are subject to the following conditions:

- Children **cannot attend** the kindergarten sessions before their third birthday.
- Children under three years of age may attend the information session that is also attended by their parent/guardian.

PARENTS

Please feel free to contact your child's teacher to discuss any concerns or share information regarding your child. This may be easier at the end of the session when everyone has left. Any matters regarding your child must be discussed with the Teacher. When discussing your child, it is best not to be done in front of the child. The Educator will take your child and find something for them to play with. Our teachers will give regular feedback on the progress of your child. Your child's teacher can also be contacted by phone on 9729 9731 or via the email the teacher has shared with you during correspondence.

DIGITAL DEVICE BAN AT KINDERGARTEN

Please note that there is a ban on mobile phones or other digital devices being used by parents/guardians whilst in the kindergarten facility. This is a nation wide approach, aimed to keep all children safe in our service.

DELIVERY AND COLLECTION OF CHILDREN



When bringing your child to kindergarten, please bring your child into the playroom and an educator will greet them. You then need to accompany your child to the bathroom, where they are required to thoroughly wash and dry their hands. The National Education and Care Services Regulations state that each child must be signed in and out of each session. Attendance is recorded digitally via the EnrolNow SISO System, using the Department issued Ipad in each room. At all times the children must be inside the playroom/outdoor yard, until the parent/guardian uses the EnrolNow SISO platform to sign the child out.

In the interest of your child's safety please inform the teacher if you are arriving late or are departing early. The Teacher will greet the child on arrival and say goodbye as the child leaves. The sliding door to the kinder is kept locked during the session to ensure the safety and security of your child. Only staff are allowed to open the door to allow visitors entry into the kindergarten building. Please ensure no other child leaves through the sliding door as you leave.



At the end of the session children should be collected from within the playroom. Please note session times carefully and try to bring and collect your child as near to these times as possible. If you must collect your child early or may be late, please advise the staff beforehand if possible, so that any distress to your child can be avoided. Educators have limited time between change over with the next group and would appreciate it if parents are in the foyer when the door to the playroom is opened at the end of each session. A LATE FEE may be charged if children are collected late.

On the child's Enrolment Records parents must write the names of all people who are authorised to collect their child from the kindergarten. Only the child's parent or people listed as Authorised Nominees are allowed to do so. It is imperative that educators know in writing if someone different will be collecting your child at the end of the session (the National Education and Care Services Regulations require staff to be

notified). Only parents/guardians can give written permission for a child to leave the service with an unauthorised person. Persons not known to the educators will be asked to show identification to confirm their identity. Additional Authorised Nominees can be added to the child's enrolment records throughout the year, please talk with the teacher or educators in your group, if you need to make any changes.

The parent may telephone the Centre in an emergency to give permission for someone else to collect their child. Educators are required to document the person's name, address, and phone number. This verbal instruction must be referred to another Teacher or Educator who must also hear the message to witness it. This verbal permission must then be given to the Teacher in writing at the parent's next visit to the kindergarten. The educators will give you the appropriate form to complete.

CLOTHING



Children at Kindergarten are there to learn and have fun, and at this age, this often involves mess. Please send your child in play clothes. We have protective smocks for messy play and every step is taken to protect your child's clothes. We advise you to dress your child in 'kinder friendly' clothes. Long dresses, party shoes, gumboots, thongs etc are difficult and dangerous to play, climb and run in.

It is best if your child's clothes are:



- Easily managed by your child at the toilet. Belts are not a good idea (especially in a rush).
- Easy to be active in, such as climbing, running etc.
- Shoes need to have good grip for climbing – Party shoes can be slippery and dangerous; thongs are not permitted at any time.
- Clearly named (labeled) – please have your child's name on every item of clothing they bring to kinder.
- Please dress your child in sun smart clothing (ie clothes which provide good coverage of the skin). Singlet tops and shoestring straps do not provide appropriate protection from the sun.

SUNSCREEN, HATS AND SUNSMART CLOTHING

Tarralla is a SUNSMART CENTRE and is committed to ensuring the protection from the harmful effects of exposure to the sun and ultraviolet radiation. As per our Sun Protection Policy, **when the daily UV is 3 or above children must wear hats when playing outside and apply sunscreen.**

Please ensure your child brings a hat that protects their face, neck and ears i.e. a broad brimmed, legionnaire or bucket hat, and wears clothing for sun protection to every Kindergarten session so they will be able to play outside. Hats will be stored in their hat pockets. When the daily UV is 3 or above, please apply sunscreen to your child's skin as you are dressing them. Remember it is your responsibility to protect their sensitive skin from the damaging rays of the sun. Each child will need to bring a roll on SPF 50+ sunscreen to leave in their hat pocket at kinder. Educators will assist children to apply sunscreen when the UV is three or above according to the SunSmart website and will be re-applied every two hours. Please remember to wear a hat when on Stay and Play, as by wearing a hat you will provide a positive role model for the children.



MEDICAL MANAGEMENT PLANS

If your child has an allergy, anaphylaxis or a diagnosed medical condition, a medical management plan needs to be provided to the kindergarten. This management plan needs to be developed and signed by their treating doctor and has to include a current photograph of your child (please ensure that the photo is clear, and your child can be easily identified). Please note that your child is unable to attend kindergarten without a medical management plan, if required. Your child's teacher will develop a Risk Minimisation and Communication plan in consultation with parents, which needs to be completed prior to your child commencing kindergarten. Children will not be able to attend the service without their required medication, which must be well within the use by date. Medications are to be kept in the kitchen in a designated area.

Medical management plan templates are available online:

Anaphylaxis:
https://www.allergy.org.au/images/stories/anaphylaxis/2021/ASCIA_Action_Plan_Anaphylaxis_Red_EpiPen_2021_WEB.pdf

Allergy:
https://www.allergy.org.au/images/stories/anaphylaxis/2021/ASCIA_Action_Plan_Allergic_Reactions_Green_2021_WEB.pdf

Asthma: https://asthma.org.au/wp-content/uploads/2020/08/AAAAP2020-Asthma-Action-Plan-A4_AA-Version_v6.5.pdf

Eczema: https://www.allergy.org.au/images/pcc/ASCIA_Eczema_Action_Plan_2021.pdf

Epilepsy: Epilepsy Management Plan | Epilepsy Smart Schools - Epilepsy Smart Schools

Diabetes: please provide a copy of your child's specific management plan, as developed with their treating doctor / diabetes clinic.

KINDERGARTEN BAGS



To help with the safe transportation of food and drink, spare clothes and the children's work between kindergarten and home, it is necessary for your child to bring a bag to every session. It should be large enough to contain your child's clothing items, ie jacket, a change of clothes in a plastic bag, insulated lunch box, drink and kindergarten work received at the end of the session. Please place a spare plastic bag in your child's bag for wet clothing or to hold kinder work that may not fit in their kinder bag.

The children will be bringing their work home. Work is often displayed around the kindergarten so it may be some weeks before it reaches home.

SNACK



The children will have their own snack and drink during the session. Each session, we will have an informal snack time where the child can sit and have something to eat when they are hungry and a formal lunchtime where the group all sit down together. We will be reinforcing social interaction, sharing and table manners during this time. Snack foods could include:

*fruit	*cheese sticks	*sultanas	*dry fruit
*carrot sticks	*rice cakes	*dry biscuits	*yoghurt



We want to reinforce good nutrition practices at snack time, consistent with our Nutrition Policy. Please do not send foods such as chips, lollies, chocolate, sweet biscuits AND ***PLEASE NOTE THE KINDER IS A NUT FREE ZONE***. Please provide a water-filled drink bottle for your child so they have easy access to water throughout the day. Water will be provided for children who do not bring their own drink. **No cordial or soft drink, water only.**



When purchasing a lunch box and drink bottle, it is a good idea to make sure your child can open it. This encourages independence and means they will not have to wait for an adult to open it each time.

RUBBISH FREE LUNCHES

One of the focuses of our Quality Improvement Plan is to continually improve our sustainable practices at kinder. We would like to encourage parents to send as little packaging in the children's lunches to minimize landfill. We appreciate your support. The only exception is muesli or fruit bars which need to be sent to kinder in their original wrapping so that, if need be, educators can check that these products do not contain nuts.

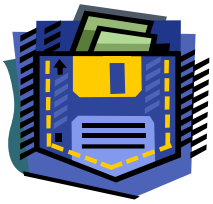
LUNCH TIME



The children will eat their lunch at kindergarten during most sessions. There will be additional snack times, depending on the session length and these will be discussed with families at our Information Sharing sessions. We ask that parents provide a healthy lunch and/or snack for their child. It should be enough to satisfy your child's hunger i.e. what they could eat in 20 minutes. Please ensure that you provide an insulated lunch box when sending yogurt, cheese etc. to kindergarten. We will sit at the tables for lunch or sometimes a picnic outdoors. Each day, please send a drink with your child, **WATER IN A DRINK BOTTLE.**

NOTICE BOARD

Please check the notice board located in the front foyer on arrival. Information including, Fundraising activities, Parent information sessions, School leaflets are placed on this board and are distributed via email, so please also check your emails regularly.



LIBRARY (THREE & FOUR YEAR OLD GROUPS)

The children enjoy choosing and borrowing books and games from our kindergarten library. This will begin in second or third term for the three and four year old groups. Please provide a library bag to take the book and/or game home in and remember to handle all the books carefully and make sure all game pieces are returned. If books are lost or damaged, or game pieces missing, we ask that these be replaced by the parent.

PARENT LIBRARY

The parent library is situated in the front foyer. Books are available to borrow at any time. Please record the details of any books borrowed in the exercise book provided, after reading please return it so that others can also benefit. We also have several resource kits available for parents to borrow, these kits include a range of resources for the kindergarten child and parents on the following topics:

- We're having a baby
- Changing Families (Separation and Divorce)
- Family Loss (death)
- Going to Hospital



- Friendships

STAY AND PLAY ROSTER/EXCURSIONS

Research strongly suggests that optimal learning for children is achieved when there is strong collaboration between educators and parents. A 'Stay and Play' roster is drawn up each term and if able, we encourage parents to place their name on the roster two or three times each term. Our parents play a valuable role in our program and the children are always very excited to share the kinder session with their special visitor. A copy of this roster will be located near the "Sign In" area in each room. This is a wonderful opportunity for you to participate in many fun learning experiences and observe your child and their friendships in the kindergarten. We depend on parent help in this way to be able to offer the rich learning experiences and optimal supervision for each child's safety and wellbeing at kindergarten. Grandparents or other family members are welcome to participate in our Stay and Play roster also.

Please remember you are welcome into the kindergarten at any time, so don't hesitate to participate. There are many ways in which you can help. It may be preferable for you to have some time to spend with your Kindergarten child alone without having to supervise any younger children. *Siblings are welcome to attend Stay and Play with you, but you are responsible for the sibling whilst you are helping.*

There may be opportunities during the year for an excursion in your child's group. We will ask for parent helpers to assist on the excursion. *Unfortunately, siblings are unable to attend an excursion with you, so please consider this when offering to help on the day.*

Please note that if you would like to do Stay and Play or help on an Excursion, you must have a current Working with Children Check.
Working with Children Cards can be obtained very easily by applying online at https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1 . As a volunteer this is a free service. Once you have received your WWC Card please then email our Admin Officer at admin@tarrallakindergarten.org.au so they can note down the card number. Please note that if you already have a VIT registration then there is no need to also obtain a WWC Card. Please email through your VIT Registration number instead for our files.

Please bring evidence of your Working with Children Card or VIT details with you to be sighted by Tarralla Kindergarten staff, on the day you are coming to kinder to help.
Please sign in to the Visitor log book if you are coming to 'Stay and Play'. You will find this on the right hand side as you walk up the corridor towards the Rooms. Please remember to sign out as you leave too. This is important so that we know who is in the building and we can account for everyone, in the event of an emergency.

BIRTHDAYS

The children enjoy celebrating their birthday with their Kindergarten friends. We celebrate birthdays in the form of singing Happy Birthday, blowing real candles on a pretend cake and birthday stickers, with the aim that your child will feel special. Some families like to bring a special treat for the birthday child to give out to their kinder friends. We encourage non-food treats, such as bubbles, stickers etc. If bringing food treats, they must be **NUT FREE** and be an item which does not require refrigeration.

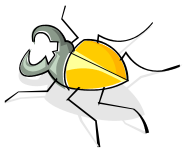


HEALTH



Regular attendance at kindergarten is important. However, if your child has any vomiting or diarrhea within the previous 48 hours, has a temperature or is generally feeling unwell please keep them at home. This is a decision that must be made by you, the parent, and not your child. If a child is sent to the kindergarten ill, the teacher will ring you and ask you to collect your child immediately. If your child will be absent from kindergarten, please contact your child's educator and notify them of any infectious diseases. The Department of Education and Training (DET) specifies a minimum period that your child must be excluded from kindergarten (see table displayed in the kindergarten foyer and refer to our Dealing with Infectious Diseases Policy). Educators will notify parents of any cases of infectious diseases within the kindergarten.

HEAD LICE



Unfortunately, head lice is very prevalent in kindergartens and schools these days and affects even the best cared for children. **BE EVER VIGILANT** and please notify the kindergarten if your child does become infected.
Information about identifying and treating head lice can be found at https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/head-lice-nits

ILLNESS AND EMERGENCY CARE

If your child is hurt or becomes sick at kindergarten, the educators will call you as soon as possible to arrange for your child to be collected, if necessary. The educators will inform the parent or guardian of any incidents that occur during the session and ask you to sign the necessary paperwork. If a child bumps or knocks their head at kindergarten, the educators are required to phone parents and inform them of the head injury. In consultation with the educators, it is up to the parent if they wish to collect the child from kindergarten following a head injury.
If a child is involved in an accident or incident at kindergarten and is thought to be seriously ill, and the educators believe urgent medical help is needed, they will call for an ambulance straight away. Please be aware that the cost of an ambulance can be costly. It is up to families to decide if they should have ambulance cover.
The kindergarten uses Band-Aids. If you know that your child has previously reacted to Band-Aids, please supply your own Band-Aids in a named plastic zip lock bag.



The kindergarten is required to report serious incidents and accidents to the Department of Education and Training (DET). If a child receives medical treatment following an accident or injury at kindergarten, please advise educators as soon as possible so that our records can be noted accordingly.

Medication provided by families for their child is stored securely at the kindergarten. Medication will only be given to children if the medicine is provided in its original container with the child's name, dosage required and within the use by date. If your child requires medication to be administered during a session, please ask an educator for the medication book so you can

complete the required details, **educators must have written permission to administer any medication**. Medication must be given to the educators and not stored in the child's kindergarten bag.

IMMUNISATION

From 28 February 2018, all parents/guardians seeking to enrol their child at an early childhood service must provide an Australian Immunisation Register history statement as evidence that their child is:

- Fully immunised for their age or
- On a vaccination catch-up program or
- Unable to be fully immunised for medical reasons.

For further information: https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

THE COMMITTEE OF MANAGEMENT OF TARRALLA KINDERGARTEN

Tarralla Kindergarten is managed by a Committee of Management and is the "Approved Provider" of the service. The Approved Provider is accountable to the Department of Education and Training (DET) and ensures the kindergarten follows the National Laws and Regulations. All members of the Committee of Management and the Operational committee are volunteers and are enthusiastic and dedicated to work for the benefit of all the children attending the kindergarten. Please support them with any fundraising, social functions, and general business.

The Committee addresses the ever-changing needs of the community, and as such places great importance on parental input and opinions. A list of Committee members and their position, is displayed on the foyer notice board. Please feel free to contact any member with any comments, requests, questions or suggestions you may have.



FEES

Tarralla Kindergarten have opted in to receive the State government 'Free kinder' funding for 2027. As such there will be no term fees for all programs in 2027.



For more information regarding fees please refer to the Fees Policy which is located on our website under https://www.tarrallakindergarten.org.au/documents-policies/

The Department of Education require kindergartens to obtain information from all families to see if they fall under any of the below categories – this helps to align new policies and issue funding accordingly.

- The child is identified by the parent carer or legal guardian as Aboriginal and/or Torres Strait Islander.
- Commonwealth Health Care Card
- Commonwealth Pensioner Concession Card
- Veteran's Affairs Card
- Refugee visa (subclass 200)
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- Temporary Humanitarian Concern visa (subclass 786)

- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at Risk visa (subclass 204)
- Bridging visa A-E for humanitarian or refugee visa
- Humanitarian Stay visa (subclass 449)
- Temporary Protection visa (subclass 785)
- Safe Haven Enterprise visa (subclass 790)
- Resolution of Status visa (subclass 851)
- Current or expired ImmiCard
- The child is identified on their birth certificate as being a multiple birth child (triplets or more)

FUNDRAISING



The key fundraising event for Tarralla is the Trivia night which is a great social event. Other fundraising events may arise; however, every effort will be made to keep these to a minimum and will generally happen in the broader community, in order to reduce any implied obligation upon parents or the kinder community. These may include: kinder disco, easter raffle, dance-a-thon.



MAINTENANCE

Tarralla have a paid maintenance officer to manage regular maintenance and upkeep of the grounds (e.g. mowing of lawns, garden maintenance, play equipment maintenance, etc). We still have voluntary parent working bees when required to ensure the kinder is looking at its best.



SMOKE FREE/VAPE ENVIRONMENT



The kindergarten is designated as a “smoke free environment” and therefore no smoking or vaping is allowed in or around the Centre at any time.

EVACUATION DRILL

The kindergarten’s Emergency Evacuation Plan is on display at all exits for your reference. Evacuation or lock down drills are conducted during each term with the children.

CURRICULUM DAYS

During the year, the kinder may schedule two curriculum days for team professional development or to support curriculum planning. Notification will be sent out at least two weeks prior to the curriculum day to assist parents in making other arrangements for these days.

PROVISION FOR DEALING WITH COMPLAINTS

All families are encouraged to direct any concerns, complaints or feedback to their child's teacher, the Nominated Supervisor Jessica Jones, or the Director Melissa Smith at the kindergarten.

You can also contact the President or Vice President of the Committee of Management. There numbers are displayed in the kindergarten foyer. Alternatively, you can contact the Department of Education and Training on 1300 307 415



POLICIES OF TARRALLA KINDERGARTEN

The policies of this kindergarten are written to reflect the requirements of the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and the Victorian Government Guide 2016. Families are most welcome to see the policies which are kept in the foyer at the kindergarten and are available on our website.

At Tarralla Kindergarten it is our aim to make your child's Kindergarten year as enjoyable as possible. The Committee of Management, together with the educators believe that our Kindergarten offers high quality programs that cater for each child's individual needs. We value our sense of community and hope your family quickly feels part of our Tarralla family. The kindergarten years are a very special time, and we look forward to sharing this time with you.

Our Committee of Management and educators would value any feedback you may wish to offer, throughout the year.



MOST IMPORTANT OF ALL - ENJOY YOUR YEAR!