Studley Park Kindergarten
Parents’ Association Incorporated
No. A15396J

31 Stawell Street, Kew 3101
Phone: 9853-7019
Email: studley.park.kin@kindergarten.vic.gov.au
www.studleyparkkindergarten.vic.edu.au

INFORMATION BOOKLET
OUR PHILOSOPHY

Studley Park Kindergarten aims to provide a safe, secure environment where children learn through direct contact with the environment, a curriculum based on play, meaningful first-hand activities, and a wide variety of individual, small, and large-group experiences.

Studley Park Kindergarten works within the curriculum outlined in the National Early Years Learning and Development Framework. Including working towards the 5 learning outcomes within; children have a strong sense of identity, children are connected with and contribute to their world, children have a strong sense of wellbeing, children are confident and involved learners, and children are effective communicators.

The professional and committed staff plan the program collaboratively with the children, based on their emerging interests. Children are given ownership and responsibility of their learning and once these ideas and interests are communicated staff respond immediately by providing the resources for learning and opportunities for exploration and investigation. Interests are communicated through daily observations, as well as small & large group ‘meetings’ and also individual conversations for the quieter child. Activities and experiences are planned for individuals and small & larger groups.

We use a Program Reflection Book to document and evaluate the learning, activities, experiences and interests of the children throughout the year which is updated regularly and provides a visual record of the group’s progress. This Reflection Book is available for viewing at each and every session. Our daily routine, permanent learning areas and goals for the year are also available for viewing and are located on the Notice Board.

Staff keep individual records and developmental profiles of all children through the use of Individual Portfolio’s which are available for viewing each session and which are supplemented with samples of work, photographs and family contributions. We recognise that all children are unique individuals and the rate at which they develop differs. Our aim for each child’s Individual Portfolio at Studley Park Kinder is to include an Individual Observation, a Small or Large Group Observation and a parent/family Contribution (completed over the school holidays) for each term that the child is in attendance.

General communication takes place through our notice boards & regular newsletters and staff are available each day to discuss individual children’s progress informally. Please share any information with your child’s teacher that you feel may affect your child’s behaviour while they are at kindergarten e.g. a family member in hospital, moving house. Also if you have any concerns about your child while they are at kindergarten it is important that you bring this to the teacher’s attention as soon as possible. Formal discussions can be arranged on request at any stage throughout the year. Formal written Progress Reports are completed midyear for all children at Studley Park Kindergarten. For those children attending School in the year following kinder, Transition Learning and Development Statements are compiled with the assistance of families. These will be completed in November and passed on to the respective Primary Schools to assist with a smooth transition to school.
ENROLMENT

The Kew Pre-School Association (KPSA) is responsible for enrolment policy and procedures within the Kew area and for liaison between the kindergartens of Kew.

Enrolment at the kindergarten (for the core kindergarten programs) is by application to the Central Enrolment Officer of the KPSA. Enrolment forms can be downloaded from www.kpsa.org.au or can be collected from the kindergarten, Kew Library, maternal and child health centre.

Please note that attendance at the three-year-old programme does not automatically ensure a place in the four-year-old programme. All families must submit a new application for enrolment in the four-year-old programme. A non-refundable fee is payable to KPSA in order to confirm a place. Concession card holders receive a partial rebate of the enrolment fee, which is deducted from the Term 1 fees by Studley Park Kindergarten. Studley Park Kindergarten complies with the enrolment criteria of the KPSA enrolment policy, copies of which are available from KPSA.

KPSA Tel: 9853 6691 www.kpsa.org.au

Enrolment for the Extended Care Program is done directly through the kindergarten at the beginning of each term.

STAFF

We have a highly motivated and dedicated team of early childhood professionals working at Studley Park Kindergarten. As the Committee of Management value the positive impact that Qualified staff have in early childhood settings we are fortunate enough to have a high ratio of Qualified staff employed and working with the children.

Our Director at Studley Park Kindergarten is Jacqui Brouwers (Bach. Early Childhood Education) and she currently teaches both the Blue and Yellow Group core kindergarten hours Monday to Friday, as well as extended care on Monday afternoons for Blue Group.

Lauren May (Master of Teaching) assists Jacqui for both the Blue and Yellow Group from Monday - Thursday. As Lauren has her Masters of Teaching in Early Childhood she has also recently commenced teaching the Extended Care component for Blue group on a Friday afternoon.

Kylie Drew (Diploma of Teaching – Primary) assists with the core kindergarten session on Friday mornings for Blue Group and is also our assistant for all the extended care sessions for Blue and Yellow groups (Yellow group extended care is only available during Terms 3 & 4).

Vicki Wasiak (Diploma of Teaching – Early Childhood) is the extended care teacher on Wednesday and Thursday afternoons for Blue and Yellow group respectively.

Maria Donato is our lovely lunch time assistant on Monday’s and Friday’s!

Staff have their First Aid qualifications, Asthma Management, Anaphylaxis and CPR training.
Each year staff are involved in Professional Development opportunities to keep up to date with the latest developments in the Early Childhood Profession.

The extended care sessions are a wonderful opportunity to introduce your children to different teachers and teachings styles as well as developing children's stamina and concentration levels through longer day sessions.

COMMITTEE OF MANAGEMENT

Parents and guardians of children attending the kindergarten automatically become members of Studley Park Kindergarten Parents’ Association Inc. The Committee of Management is elected at the Annual General Meeting (AGM) which is usually held in November.

Studley Park Kindergarten is owned by Boroondara Council and the Committee leases the kindergarten from the council. The Committee operates within a framework set out by the Department of Human Services (DHS) and Studley Park Kindergarten is registered with DHS for operation as a kindergarten. The Committee is responsible for all aspects of management of the kindergarten. This includes employment of staff, financial control of the kindergarten, purchasing equipment, maintenance of the building and grounds, development and implementation of policies, as well as organising social events. Committee meetings are held twice per term and all parents are encouraged to attend and participate.

Committee of Management Positions include but are not limited to:

President
Vice President
Secretary
Treasurer
Accounts Officer
Fees Officer
Maintenance Officer
Newsletter Officer
Grants Officer
KPSA Representative

TERM DATES FOR 2011

Term One 7th February to 8th April
Term Two 27th April to 1st July
Term Three 18th July to 23rd September
Term Four 10th October to 22nd December

[Kinder pack up- days are 21st and 22nd Dec - no children attend kinder on these days]

Public Holidays are observed at Studley Park Kindergarten and SPK is also closed the Monday before Melbourne Cup day.
SESSION TIMES

Three Year Old Kindergarten - Yellow Group

Core Sessions

8.45 am—11.45 am Tuesday and Thursday

Fees: $365 per term (20 places)

Optional Extended Care Program Terms 3 & 4 only

11.45 am—3.00 pm Thursday (subject to interest and numbers)

Fees per term:

1 day extended: $190

Casual Use: $25 per session

Four Year Old Kindergarten - Blue Group

Core Sessions

8.45 am—11.45 am Monday, Wednesday & Friday
12.45 pm—3.45 pm Tuesday

Including Mini Maestros every Tuesday afternoon and Kinder Fitness in Terms 3 & 4.

Fees: $395 per term (25 places)

Optional Extended Care Program Terms 1, 2, 3 & 4

11.45 am—3.00 pm Monday, Wednesday & Friday

Fees per term:

1 day extended: $190

2 day extended: $360

3 day extended: $505

Casual Use: $25 per session

Core sessions plus the Extended Care program run by the Kindergarten staff allow maximum flexibility in attendance to suit you and your child. Extended Kindergarten can be booked by the term or used on a casual basis. Hours can be varied from the four core half-days, to a maximum of 3½ full days per week for the 4-year-old group. All children attend core kindergarten sessions. In addition, you may choose 1, 2 or 3 extended days and also nominate which days you prefer. You may change these preferences from term to term if you wish.
REGULATIONS

1. Parents are required to complete the "Sign in Sheet" - Daily Attendance Folder, noting the time of arrival and time of departure of their child. This book is used in case of emergency to help account accurately for all children present at the kindergarten.

2. When dropping children at kindergarten, take them inside where teachers are waiting on the mat with activities, so that the teacher knows that they have arrived and exactly where they are. The teachers are responsible for the care and safety of the children from the time you deliver them into their care INSIDE the building. At the end of the session, parents should wait at the door of the building to collect their children. When the session is completed parents will be asked to come inside and children will be dispersed by the teacher.

3. Parents are required to provide requests in writing when administration of medication is, or may be, necessary. Such information should be written in the Medication Sheet provided by the teacher and located in the Daily Attendance Folder.

4. A written record is kept at the kindergarten detailing any accidents/illness. Should an accident/illness occur, parents will be asked to sign this record.

5. Staff are unable to hand over a child to any person other than a parent, unless written authorisation has been made on the enrolment form or on the Collection Authorisation Form located in the Daily Attendance Folder. If a different person is to collect any child, verbal notification should also be given to staff and persons should be made aware that if they are not known previously to staff Photographic Identification will be requested.

6. Please do not bring your child to sessions early. The time before sessions is valuable preparation time for teachers. Children benefit from this preparation and we ask for your co-operation. Our session times are legally binding and therefore children cannot be cared for prior to the 8:45am start.

7. It is expected that children will be collected immediately after their kinder session finishes. If children are not staying for extended care it is essential for the benefit of others that they are picked up at 11:45 sharp so as not to cause disruption to the extended care program. A fee is charged if the child is not collected more than 15 minutes after the end of each session.

8. Please park your car outside the white lines marked near the crossing in front of the kindergarten. This ensures motorists have a clear view of the crossing. Parking officers inspect regularly for parking offenders.
STARTING KINDER

Each child is unique and will react to new situations in many different ways. Some children are quiet and timid, taking time to warm up and feel comfortable, while others may start kindergarten full of confidence and excitement at the new opportunities. At Studley Park we understand these differences and will implement a range of strategies to assist each individual child to settle in and feel welcome at kinder; this may include bringing a security item to kinder and leaving it in lockers or bags, or it may mean giving a child certain jobs to make them feel important.

When starting kinder for the very first time we do ask that parents/families that wish to stay for a few minutes with their child do so while we are all on the mat partaking in various activities. We then ask that you say goodbye to your child before we pack up the toys and commence a group time (approximately 15min from the beginning of the session i.e. start at 8:45 we pack up for group time at 9am). As some children may become emotional at the separation it is easier for staff to assist and comfort the child before a group time commences, and it will also prevent distractions and interruptions during group time for the other children at kinder.

Yellow Group children participate in an Orientation Session at the beginning of each year, where the group of 20 children are split in two, with 10 children attending kinder the first Tuesday of Term and 10 children attending the first Thursday of Term. These orientation sessions are for the full 3 hour session and are a wonderful opportunity for the 2 staff members to get to know your child in a much smaller atmosphere and assist children to learn all the new routines, rules and become familiar with the environment. The following week all children attend both days.

KINDER DUTY

At each session we ask that a parent, family member or friend come and play and learn along with us at kinder!

If any family members possess a certain ‘skill’ (can play a musical instrument, are a fabulous cook, can make fantastic paper planes, or perhaps would like to share their profession with the children [Doctors are always popular and we have had a pilot in recent years as well!!]) we would love to have you come along to kinder and share these experiences with the children... and with us! Just approach staff and arrangements can be made.

You could also bring in your child’s favourite story and read it to the group or just help out with puzzles, reading stories, playing soccer and singing songs!

It is not only a great help to staff, but children feel special seeing their family in the kindergarten setting. It also gives you an opportunity to observe your child interacting with peers and developing throughout the year.

Rosters are displayed at the beginning of each term. Please write your name next to a date that is suitable. Changes can be made by swapping with other parents.
INFORMATION FOR FAMILIES

Information for families is provided through a range of alternative avenues at Studley Park Kinder.

- Email
- Children’s Pockets
- Blue Notice Board
- Notice Board Window
- Sign in Area
- Newsletters

It is vital that families make themselves aware of these avenues and check them regularly to stay up-to-date with all the recent and exciting things going on at SPK. If you do not have electronic access and/or would prefer to have Newsletters, Reminders, CoM notices in hardcopy format please let staff know so that this can be arranged.

BAGS

Each child needs a bag for their kindergarten year. It should be large enough for work to be carried home, and must contain a snack box and a change of clothes (season appropriate). All bags and belongings should be clearly labelled. Kinder bags are kept in children’s allocated lockers under the verandah throughout the day.

We do not encourage children to bring their own toys to kindergarten as they may get lost or cause social conflict within the group. If your child requires a security item during the settling in process at kinder we ask that these remain in children’s bags and will only be utilised if or when the child is upset/emotional.

If your child attends the extended hours programme, they will require a large drawstring bag with a cot-sized sheet and a small blanket. These sleep bags stay at kinder during term and are sent home each holidays for laundering.

CLOTHING

Please ensure that children wear practical clothing and footwear to kindergarten and that all items are clearly labelled. Whilst we provide smocks for messy activities, clothing that is easily washable is appropriate as we all know children get dirty! Outdoor play is an important part of the program, so please provide warm clothing in winter (e.g., a coat, beanie, etc) and appropriate sunsmart clothing in summer. Thongs and Crocs can be unsafe when climbing & running and are not recommended.

In keeping with the Kindergarten’s Sunsmart policy, we ask that during the summer months all children have sunscreen applied prior to arriving at the session. Sunsmart Hats (wide brimmed or Legionnaire style) are essential in summer (Terms 1 and 4)

Studley Park Kindergarten T-shirts, Jumpers and Hats are available for purchase. They come in S M and L and you can choose between Red or Blue. Price lists are available on request.
SNACKS

At Studley Park Kindergarten we encourage healthy eating. Recommended foods are fruits, vegetables, cheese, crackers, bread and filling. Chips, lollies and chocolates are strongly discouraged. Please send snacks in a small clearly named container (which your child recognises and is able to open independently).

For safety reasons nuts and products containing nuts are not permitted (this includes but is not limited to peanut butter and products containing traces of nuts such as muesli bars). These foods will be confiscated by staff as there are a number of children at kindergarten with severe life threatening allergies.

Although water is available at all times children are encouraged to bring a clearly named water bottle. These are to be placed inside the kinder on the snack trolley with children’s snack/lunch boxes.

At Studley Park Kindergarten we have an informal or progressive snack time where one hour each session is set aside for a progressive snack. During this time everyone must eat something whilst sitting at the designated snack table but children are free to choose when and with whom they sit. This encourages children to recognise when they are hungry and when their bodies need a snack to revive concentration levels. Progressive snack also provides longer periods of uninterrupted play when children are engaged in an activity and also encourages independence and self-help skills such as washing hands, unwrapping packets, putting rubbish in the bin (all essential for school readiness).

BIRTHDAYS & CELEBRATIONS

As birthdays are a special time for children, parents are welcome to bring a birthday cake (or preferably single cupcakes, patty cakes, chocolate crackles, etc) to kindergarten to help their child celebrate their birthday. Please let us know in advance if you will be providing something, to allow the parents of children with allergies to provide a safe alternative for their child. Please also be aware of Studley Park Kindergarten’s Nut Aware Policy. For safety reasons nuts and products containing nuts are not permitted at any time at kinder.

INCURSIONS/EXCURSIONS

These are planned at the discretion of staff and will be undertaken where it is felt beneficial to the educational programme. Excursions and visitors are a wonderful way for children to have hands-on experiences—whether it be playing with animals or joining in with a puppet play. Parents may be asked to attend and will be responsible for no more than three children. Written permission will be obtained prior to any excursion away from kindergarten premises. There may be a small additional cost, and every effort will be made to keep costs to a minimum.
TOILET TRAINING

It is expected that all children attending SPK are toilet trained. While we understand that accidents happen and are more than happy to assist children with toileting issues, we unfortunately do not have the facilities to accommodate children in nappies.

HEALTH AND SAFETY

The health and well-being of the children is the highest priority at kindergarten.

If your child is unwell please keep them at home. Coughs, colds and other illnesses quickly spread to others, particularly in winter. If your child will be absent from Kindergarten please let us know.

Please also notify staff if your child has an infectious disease (including head lice) so they are able to inform you as to the time your child will need to remain at home according to Health Department (Infectious Diseases) Regulations 2001 and so that other families can be informed of the potential for illness.

There is a record of medication at the kindergarten that must be filled out by parents/guardians if medication is to be administered during kindergarten hours. If there is a chronic illness, staff will request a management plan.

The kindergarten has an accident/injury/illness record sheet that must be signed by parents if your child has an accident or is unwell while at kindergarten.

FEES

A fees notice will be issued by the Fees Officer four weeks before the end of Term 4 in the year prior to commencement of the service, with fees due and payable by the end of the term. Payment will secure the child’s position in the three or four year old program for the following year.

Thereafter, fees notices will be issued four weeks before the term ends and fees are due and payable by the end of the term, in preparation for the following term. Fees outstanding after the due date listed on the fees notice will incur a late fee of $5.00 per week. Fee relief for the Four-year-old programme is available for health care, pensioner concession, refugee, temporary protection, veteran’s affairs and asylum seeker card holders. Please indicate if you hold one of these cards on your enrolment form.

Families experiencing difficulty in paying fees should contact either the President or the Accounts Officer for a confidential discussion of payment options. See also Policy and Procedure Manual re: withdrawal.
EXTENDED CARE

Extended Care is offered at Studley Park Kindergarten for children within the four year old kinder (Blue group) over three afternoons Monday, Wednesday and Friday from 11:45am – 3pm. A maximum number of 25 children will be permitted in any one session of extended kindergarten. Extended Care is also offered for children within the three year old kinder (Yellow group) within Terms Three and Four on Thursday’s from 11:45am – 3pm [subject to interest].

Drop off time will be the normal 8:45am and if your child is enrolled for extended care pick up time will be at 3pm.

Extended care fees are due with the kindergarten fees, within the last four weeks of each term in preparation for the following term. Payment reserves a place for the following term.

Extended Kindergarten sessions include a formal lunch and a brief rest period (quite time vs sleep) as well as indoor/outdoor activities and experiences.

What to bring: - children need to bring a small blanket and sheet (cot size) to cover our sleep mats. These need to be in a drawstring bag or pillow case and are to be left at the kindergarten. Please do not send plastic bags due to safety reasons. As children are encouraged to pack and unpack their own bags the easier the fit the better! All items must be clearly labelled. Bedding will stay at the kindergarten during the term and will be returned at the end of each term to be laundered by families.

Children staying for Extended Kindergarten, in addition to morning snack, will need to bring lunch. This can be in the same snack box as morning snack and just ensure that enough food is packed and that your child knows what to save for lunch i.e. sandwiches/rolls.

NOTICE OF LEAVE

Please advise in writing giving four weeks’ notice, if your child will be away from the programme for more than one week, or if for some unforeseen reason the child will be permanently leaving the programme. If a child is absent for an extended period, a place will only be held at the kindergarten if formal written notification has been made to the Studley Park Kindergarten Committee of Management and the prescribed term fees paid in full.

EMERGENCY EVACUATION PROCEDURES

Children will be taught how to evacuate the building in an emergency. Initially, evacuation will be to the rear yard. Children will be kept there with staff until it is deemed safe to return to the building. The evacuation procedures are done at least once a term and are regularly evaluated. Should a situation arise in which children need to be evacuated from the kindergarten premises, this would occur (if safe) via Dunlop Avenue (street at the rear of the kindergarten).
WORKING BEES

There are usually four working bees during the year (one per term). The working bees greatly assist in keeping the operating costs of the kindergarten down and are essential to keep the kindergarten building and grounds neat, safe and in good repair.

A working bee levy of $40 is applied at the beginning of the year. This levy is carried forward each term upon completion of a working bee. If you are unable or choose not to attend a working bee in any term, the levy for that term is forfeited and must be paid again the following term. Parents unable to attend any working bee but wishing to fulfil their obligation, should contact the Maintenance Officer before the working bee day. A limited number of tasks may be available for completion at another time. At the end of the year, if four working bees have been attended, the initial $40 levy will be refunded.

It should be noted that, if there is more than one child from the same family at the Kindergarten, the working bee levy applies for the eldest child only.

SECOND YEAR OF FUNDED KINDERGARTEN

It is essential that families carefully consider when is the right time for your child to commence kindergarten as children in Victoria are only provided with one year of funded 4-year-old kindergarten by the government.

In order for a second year of kindergarten a Declaration form needs to be lodged to the Department of Education and Early Childhood Development. The kindergarten teacher is required to submit this form ascertaining at least two areas of developmental delay, the benefits of a second year and the strategies that will be implemented for a successful second year of 4 year old kinder. Maturity is not a developmental delay.

We understand how difficult a decision this is and are more than happy to provide further information, professional opinions and suggestions for alternative decisions. The Preschool Fieldwork Officer for Boroondara is also available by request from the Kindergarten Teacher and families for observations, assessments and assistance in determining School Readiness on an individual basis.

COMPLAINTS

These should be directed in the first instance to teachers, the Director or to the Committee of Management. A further avenue for dealing with complaints is through the Department of Department of Education & Early Childhood Development.

Children’s Services Advisor
Department of Education & Early Childhood Development
Level 3, 295 Springvale Road
GLEN WAVERLEY VIC 3150
Phone: 9265 2400
WELCOME

And finally we want to thank you for choosing Studley Park Kindergarten for your child's important kindergarten year! We look forward to getting to know you, your family and most importantly your child over the coming year......

Please feel free to contact Jacqui Brouwers (our Director) if you have any further questions or queries