Studley Park Kindergarten
Parents’ Association Incorporated
No. A15396J

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www.studleyparkkindergarten.vic.edu.au

INFORMATION BOOKLET 2012

Welcome to Studley Park Kindergarten!

We hope that you and your child enjoy your time with us....
OUR PHILOSOPHY and VALUES

Opened in 1947 and set in beautiful bushland, Studley Park Kindergarten (SPK) is a wonderful community-based kindergarten with capacity for 45 children.

We invite families to become involved in all aspects of the SPK environment, but we respect each family’s choice and level of involvement. We encourage each family to contribute to our environment and to children’s learning in their own way. By building trusting and reciprocal relationships between home and kinder we hope to positively contribute to children’s holistic wellbeing and development, being more able to consider the ‘whole child’ including individual culture, heritage and family values. Families are invited to work collaboratively with staff to plan effectively for their child’s individual learning journey.

We value a calm, welcoming and relaxed environment where children feel safe, secure and supported. Children learn best in social settings where they interact with peers and adults who facilitate their learning. As they construct meaning through play, we aim to provide all children with opportunities for learning and discovery through play experiences, observations, exploring and through conversations with peers and other adults. We provide children with a wide variety of individual, small, and large-group experiences. We value child initiated play in collaboration with some intentional teaching that is adult directed.

We believe that each day, children experiment in a range of different roles including artist, inventor, teacher, observer, listener, speaker, thinker, co-worker and friend. These roles should be explored and encouraged, as practice in the early childhood setting prepares children and assists to develop the skills required in order to succeed in life.

We recognise that not all children will show interest in the same topic therefore we allow for many emerging interests to be followed meeting the range of individual interests and needs. We try to ensure resources are available to respond to children’s ideas, either immediately or over time.

We recognise that all children are unique individuals and the rate at which they develop differs. We actively support children and families with additional needs by addressing and assessing each case individually, accessing specialist services and support where needed.

Above all, teachers aim to provide an optimum learning environment which includes extended periods of un-interrupted play; to allow children the TIME to play! After all, children LEARN through play.

In conclusion we want to be learning together with children. We want our kinder children to be independent, imaginative, confident and self-assured. We want them to develop the resilience and skills of problem solving, effective negotiation and respect for diversity. Above all we want every child, within the Studley Park Kindergarten environment, to be happy, feel a sense of belonging and to feel valued in their kinder!
EDUCATIONAL PRACTICES

Studley Park Kindergarten works within the curriculum outlined in the National Early Years Learning Framework (EYLF). We work towards the five learning outcomes within the EYLF:

- 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 EYLF outcomes are immersed in our entire program.

We use a Program Reflection Book to document and evaluate the learning, activities, experiences and interests of the children throughout the year. All aspects of our environment contribute to children's learning and is a part of our everyday curriculum (including but not limited to indoor and outdoor play, transitions, snack times, rest time, pack up time). However, we document and reflect on the 'hot spots' within the kindergarten environment recognising it would be impossible to include every aspect of our program. The Reflection Book is available for viewing each day beside the sign-in sheet.

Staff keep individual records and developmental profiles of all children in Individual Portfolio's, which are also available for viewing each session. The portfolios include samples of children's work, photographs and family contributions. Families are invited to contribute to their child's portfolio's, usually via a feedback form at the start of each term. The contributions assist staff to implement meaningful activities and experiences that follow children's interests and allow families to formally communicate goals/intentions for their children for the following term.

Staff are able to enlist the support of a range of early childhood services in order to further support children in need, for example consulting with the Boroondara Preschool Fieldwork Officer, local speech pathologists, psychologists and occupational therapists.

SPK has a commitment to 'team teaching' so that staff feel valued and are able to contribute to the program in ways based on their interests, abilities and ideas. Staff share many roles and responsibilities during the kindergarten session including: the roles of leading group times and small group experiences; setting up various activities and experiences both inside and outside; and contributing to our Program Reflection Books and our Individual Portfolios.

SPK 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.

SPK's resources include a mixture of natural and produced materials and equipment to reflect our local environment and the wider Kew community. At SPK we aim to create a welcoming and relaxed environment by respecting children's right to chose what is best for them and when, which we do by allowing for smooth transitions and implementing progressive snack as well as moments of indoor/outdoor play. These practices limit behavioural issues (as not all children are forced to do the same thing at the same time) and allow for increased learning opportunities with longer periods of non-interrupted play.
Our daily routine, permanent learning areas and goals for the year are available for viewing each day. Each day staff complete a ‘What we did today’ sheet to communicate the daily experiences with families.

Communication with families takes place through our notice boards, regular newsletters, family notices and emails. Families are encouraged to communicate concerns or queries about their child with staff immediately and this can be done via informal conversations, or through confidential phone calls and emails. Formal discussions can be arranged on request at any time. Families are approached by relevant staff if there is an issue or concern raised while children are in attendance at kinder. Please see the “Information for Families” section later in this book.

All children attending SPK receive a formal written Progress Report midyear, which documents each child’s learning and development. The Progress Reports are linked to the learning outcomes within the Early Years Learning Framework and families are able to request a formal meeting with our Director to discuss any issues or concerns.

Children attending school the following year also receive a Transition Learning and Development Statement in Term Four, completed in consultation with families. This statement is passed on to the child’s future school in order to assist with a smooth transition from the kinder environment to the Primary School environment.

STAFF

We have a highly motivated and dedicated team of early childhood professionals working at SPK and are fortunate to have a high ratio of qualified staff 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, as well as undertaking management and administration duties.

Lauren May (Master of Teaching) is the co-teacher alongside Jacqui for both the Blue and Yellow Group core sessions. Lauren also assists with program planning.

The role of Extended Care teacher is currently vacant, with recruitment underway.

Lyn Hudson is our extended care assistant for Blue Group (Monday, Wednesday, Friday) and for Yellow Group (Thursdays in Term 3 and 4).

All staff hold First Aid qualifications and undertake 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.

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 for the core kindergarten program at SPK is by application to KPSA. Enrolment forms can be downloaded from www.kpsa.org.au or can be collected from SPK, Kew Library or maternal and child health centre. A non-refundable fee is payable to KPSA in order to confirm a place. Concession cardholders receive a partial rebate of the enrolment fee, which is deducted from the Term 1 fees by Studley Park Kindergarten.
SPK complies with the enrolment criteria of the KPSA enrolment policy, copies of which are available from KPSA.

KPSA contact details
Kew Kindergarten Enrolment Officer
Phone: 0434 810 669
Email: kpsa3101@yahoo.com.au
Address: P.O Box 778, Kew 3101

Please note that attendance at SPK's 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. Applications open 1st February in the year before your child is eligible to attend kindergarten (children are eligible if they turn 4 before 30th April in the year of attendance for the four-year-old program, and 3 before the 30th April for the three-year-old program). Please note children can only attend once they have turned 3 years of age.

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

SESSION TIMES

Three Year Old Kindergarten - Yellow Group

Core Sessions
8.45 am — 11.45 am Tuesday and Thursday
Fees per term: $440 (20 places)

Optional Extended Care Program Terms 3 & 4 only
11.45 am — 3.00 pm Thursday (subject to sufficient numbers)
Fees per term:
1 day extended: $265
Casual Use: $30 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

These sessions include Mini Maestros every Tuesday and Kinder Fitness in Terms 3 & 4.
Fees per term: $480 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: $265
2 day extended: $530
3 day extended: $750
Casual Use: $30 per session
All children attend core kindergarten sessions. The Extended Care sessions are run by qualified kindergarten staff and, in combination with the core sessions, allow flexibility in attendance to suit you and your child. Extended Care sessions can be booked by the term or used on a casual basis. You may choose 1, 2 or 3 extended days and also nominate which days you prefer and these preferences may be changed from term to term if you wish.

Please also see ‘Extended Care’ section later in this booklet.

**TERM DATES FOR 2012**

**Term One**  
6th February to 30th March

- **Wednesday 1st Feb**  Staff Set Up Day
- **Thursday 2nd Feb**  Staff Set Up Day / Yellow Group ‘Open Afternoon’ (families welcome to drop by for a visit and short play – 2pm to 3pm informal)
- **Friday 3rd Feb**  Blue Group Interviews
- **Monday 6th Feb**  Yellow Group Interviews (no Blue Group Core session)
- **Tuesday 7th Feb**  Orientation Yellow Group (10 children no parents)
- **Tuesday 14th Feb**  Blue Group sessions commence (with Mini Maestros)

**Term Two**  
16th April to 29th June

**Term Three**  
16th July to 21st September

**Term Four**  
8th October to 18th December

All Public Holidays are observed at Studley Park Kindergarten and we are also closed the Monday before Melbourne Cup. Kinder pack up- days are 19th and 20th Dec – no children attend kinder on these days.

**COMMITTEE OF MANAGEMENT**

Parents and guardians of children attending SPK automatically become members of Studley Park Kindergarten Parents’ Association Inc. A Committee of Management for the Association is elected at the Annual General Meeting (AGM), which is usually held in November of each year. As a community based kindergarten we rely heavily on families' involvement in the running and management of the kinder.

SPK 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 Education and Early Childhood Development) and SPK is registered with DEECD 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 every six weeks (usually at the kindergarten) and all parents are welcome 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
Fundraising/Events Officer
Grants Officer
KPSA Representative

The Committee also organises various social and fundraising events for families attending SPK. These events include but are not limited to the Garden Party, Pyjama and Movie Night, Sports Day and the always important Christmas Celebration. These events provide a wonderful way to be part of our kinder community and to meet other families within the Kew area.

The Committee is also responsible for running Working bees. All families are encouraged to attend the working bees, which are held once per term.

**STARTING KINDER**

Each child is unique and will react to new situations in a different way. 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 such as a soft toy, a family photo etc, or it may mean giving a child certain jobs to make them feel important.

When starting kinder for the first time we do ask that parents/families stay for a few minutes with their child 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. This is so that children who may become emotional separating from parents will have the opportunity to be fully supported by staff (it is easier for staff to assist and comfort the child before a group time commences at approximately 9am, and it will also prevent distractions and interruptions during group time for the other children).

If you are concerned about your child’s possible separation anxiety please contact staff to discuss and arrange alternatives that may assist your child to feel settled at SPK; this may involve an alternate drop off time or shorter sessions. At any stage families are encouraged to contact SPK to ensure their child has settled in and to get feedback on their child’s day.
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.

We feel it is important to prepare children for their first day at SPK and so we have created the 'Welcome to Studley Park Kinder' booklet which explains our routines (with pictures) so that children have some understanding of what happens in a general kinder session. Please read this booklet with your child before commencing at SPK.

**ROUTINES and REGULATIONS**

1. Parents are legally 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, please take them inside where teachers are waiting on the mat, so that teachers know 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 the teacher will dismiss the children.

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 or illness. Should an accident or 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 a Collection Authorisation Form (located in the Daily Attendance Folder) is filled out. 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. Please see SPK Late Fee policy www.studleyparkkindergarten.vic.gov.au
8. For the safety of children and families attending SPK, 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.

EMERGENCY EVACUATION PROCEDURES

SPK has an Emergency Management Plan (please refer to the SPK website for a copy or request one from the staff). Children will be taught how to evacuate the building in an emergency. Evacuation procedures are practised with the children at least once a term and are regularly evaluated.

KINDER DUTY

All family members (mum, dad, grandma, grandpa etc) are invited to volunteer for kinder duty and are included in all aspects of our kinder routine. It is not only a great help to staff with the regular routine, but children also 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.

Family members with a special career or talent (e.g. 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!]) are also encouraged to volunteer to come to kinder and talk to the children. Any family member with an idea or suggestion for experiences and activities are also encouraged to share these with staff and/or come to kinder and implement with us. 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!

Rosters are displayed at the beginning of each term. Please write your name next to a date that is suitable. This is an opportunity, not a compulsory component of our kindergarten. Confidentiality applies to all participants on kinder duty at SPK and it is expected that all persons on kinder duty comply with SPK’s privacy policy. There is to be no discussion of children, ability levels or comparisons, either while on kindergarten duty, or following your visit outside of SPK.

It is important that children have ownership over their learning and are able to self direct and resource their learning in preparation for the realities of the world. While we appreciate you coming to kinder it is not expected that you lead games or experiences with groups of children.

INFORMATION FOR FAMILIES

Information for families is provided through a range of alternative avenues at SPK.

- 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. We use email for a large portion of our communication with SPK families. Each family must nominate an email address for correspondence. If you do not have electronic access and/or would prefer to have Newsletters, Reminders, Committee notices etc 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 contain a snack/lunch box, drink bottle and a change of clothes (season appropriate). All bags and belongings should be clearly labelled. Kinder bags are kept in children’s lockers under the verandah.

We do not encourage children to bring their own toys to kindergarten as they may get lost and/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.

**CLOTHING**

Please ensure that children wear practical clothing and footwear to kindergarten and that all items are clearly labelled. Thongs and Crocs can be unsafe when climbing & running and are not recommended. 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. 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).

Remember there is no such thing as bad weather... just bad clothes ☺

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 and order forms are available on request or can be found on the SPK website.

**SNACKS**

At SPK we encourage healthy eating!

Healthy lunches and snacks are important for children and help with concentration and learning. Healthy eating changes are not always easy to make. Try to set a good example with your own lunches. Encourage children to be involved in their own lunch preparation, and their choices about what foods to include. Praise your child when they choose healthy foods for the lunch box.

At SPK our snack rules include ‘fruit first’ and we often use terminology such as ‘everyday food’ and ‘sometimes food’.
Please send snacks in a clearly labelled container, which your child recognises and is able to open independently (this is very important for self help skills and confidence). Although water is available at all times children are encouraged to bring a labelled water bottle. Snack boxes and drink bottles are to be placed inside the kinder on the snack trolley.

Recommended items to put in a lunch box

- Vegetables
- Fresh fruit
- Dairy food - cheese or yoghurt
- Protein food - slice of lean meat, hard-boiled egg or beans
- Starchy food - bread, roll, pita or flat bread, fruit bread or crackers
- Water.

Foods best left out

- Muesli and chocolate bars (Nut Aware Policy)
- Potato crisps and oven baked savoury biscuits
- Sweet drinks
- Donuts and cakes
- Lollies, honey and jams
- Fatty meats such as salami and Strasbourg.

Chips and lollies are also strongly discouraged at SPK. We do not allow children to share food due to our Nut Aware policy and children's allergies.

Tips for busy families

Foods should be simple and easy to prepare, ‘ready to eat’ and appetising after several hours of storage in the lunch box.

Foods such as sandwiches can be prepared the night before or on the weekend, frozen then taken for each day’s lunch box. Suitable foods to freeze are: bread, cooked meat, cheese, baked beans or vegemite.

Food safety

In most cases food is stored in your child's lunch box for several hours, so the lunch box needs to be kept cool.

- Choose an insulated lunch box or one with a freezer pack, or include a wrapped frozen water bottle to keep the lunch box cool.
- Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within about four hours of preparation. Don’t pack these foods if just cooked. First cool in the refrigerator overnight.
- If you include left over meals such as meats, pasta and rice dishes, ensure you pack a frozen iceblock into the lunch box.
Acknowledgement

This information has been sourced from The Royal Children’s Hospital, Murdoch Children’s Research Institute and The Centre of Physical Activity Across the Lifespan at the Australian Catholic University.

At SPK we encourage Nude Food lunch boxes - Nude Food refers to packing healthy nutritious meals without the use of any disposable packaging that contributes to landfill.

Nude Food = Healthy Body + Healthy Planet

Progressive Snack at SPK

At Studley Park Kindergarten we have 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).

Severe food allergy – Anaphylaxis

For safety reasons nuts and products containing nuts are not permitted (this includes but is not limited to peanut butter, Nutella and products containing traces of nuts such as muesli bars). These foods will be confiscated by staff as there may be a number of children at kindergarten with severe life threatening allergies. Please make yourself aware of Studley Park Kindergarten’s Nut Aware Policy www.studleyparkkindergarten.vic.gov.au.

These restrictions include Birthday's and Celebration foods - please see Birthdays & Celebrations section below.

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.

All birthday foods must have the ingredients clearly labelled or will not be given out to children (this includes cupcakes/cakes made by families).

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.
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 by phoning or emailing SPK before the start of the kinder session at 8.45am.

It is essential that families also notify staff if a child has an infectious disease (including head lice) so staff are able to advise 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 cardholders. 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 SPK Policy and Procedure Manual re: withdrawal [www.studleyparkkindergarten.vic.gov.au](http://www.studleyparkkindergarten.vic.gov.au).

EXTENDED CARE

Extended Care is offered at Studley Park Kindergarten as follows:

- Blue group - Monday, Wednesday and Friday from 11:45am – 3pm throughout the year.
- Yellow group - Thursday 11.45am – 3pm Terms Three and Four (subject to interest).

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.
Extended Care can be extremely beneficial for children who are older and more mature who need and enjoy extra challenges, or for younger children who may benefit from building stronger relationships with peers and adults and/or developing their independence skills. Staff are experts in tailoring programs to meet the individual needs of all children.

Extended care sessions begin immediately after the core kinder session finishes at 11.45am, and if your child is enrolled for extended care pick up time will be at 3pm.

Extended Kindergarten sessions include a formal lunch and a brief rest period. Children have the option to have a short nap or simply listen to some calming music - families are welcome to inform staff of their child's rest/sleep needs. The session also includes indoor and outdoor activities and experiences.

What to bring:

- Lunch - this can be in the same container 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.
- A small blanket and sheet (cot size) to cover the sleep mats. Please place these in a drawstring bag or pillow case that children are able to use independently (no plastic bags please due to safety reasons). Bedding will be left at kinder during the term and will be returned to families at the end of each term for laundering.
- Please ensure all items are clearly labelled.

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 SPK Committee of Management and the prescribed term fees paid in full.

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 this decision 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

AND MOST IMPORTANTLY...

We want to thank you for choosing Studley Park Kindergarten for your child's 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 via phone 9853 7019 or email studley.park.kin@kindergarten.vic.gov.au