



# Farm Road Pre-school Family Information Booklet 2024

Address: 47 Farm Road,  
Cheltenham, 3192

Telephone: 9585 2310  
Mobile: 0402 375 101

Email: [farm.rd.kin@kindergarten.vic.gov.au](mailto:farm.rd.kin@kindergarten.vic.gov.au)

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



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## **STAFF INFORMATION**

### **Director and Educational Leader:**

Debbie Horner

### **4 Year Old Kinder - Wallabies**

Teacher:

Debbie Horner  
Bachelor of Teaching - Early Childhood

Educator:

Narelle Partridge  
Diploma of Children's Services

After Kinder Care and  
4YO Educator:

Cherie Wonder  
Diploma of Children's Services

### **3 Year Old Kinder - Bilbies**

Teacher:

Rebecca Moody  
Bachelor of Early Childhood Education

Educator:

Narelle Partridge  
Diploma of Children's Services

### **Business Manager:**

Catherine Ingham  
Bachelor of Commerce  
Certified Practising Accountant (CPA)  
Certificate III Early Childhood Education and Care



## **Kindergarten Curriculum**

The Farm Road Pre-school offers both 4 Year Old and 3 Year Old kinder programmes.

### **4 Year Old Kinder**

Children must turn four years old on, or before **April 30** in the year they attend 4 year old Pre-school.

There is one 4 year old kinder group with a class size of up to 28 children. The group attends kinder for a total of fifteen hours. This is divided into three sessions each week.

The Victorian State Government has a policy of one year of funded 4 year old Pre-school per child. Therefore, it is very important that you give this very careful consideration if you have a child whose birthday may be early in the year. It is becoming more difficult to obtain a 2nd year of funded Pre-school if your child needs it. You may like to discuss this further with the Educational Leader of the Pre-school.

### **3 Year Old Kinder**

One 3 year old kinder group is offered (Bilbies), with a class size of 22 children. The Bilby Group will have two X 7.5-hour sessions per week in 2024.

Children must turn three years old on, or before **April 30** in the year they attend 3 year old Pre-school.

**Please note: children are not permitted to attend the three-year-old program until they have turned three years of age.**

The Victorian State Government has a policy of one year of funded 3 year old Pre-school per child. Therefore, it is very important that you give this very careful consideration if you have a child whose birthday may be early in the year. You may like to discuss this further with the Educational Leader of the Pre-school.

### **Enrolments**

Enrolments for our Kinder Program are managed by the City of Kingston. Enrolments will open from the 1<sup>st</sup> May in the year prior to the child starting 3YO kinder.

More information about the enrolment process can be found at the City of Kingston Central Enrolment page:

**[Sessional Kindergarten Enrolment - City of Kingston](#)**



## **No Jab, No Play**

All parents/guardians planning to enrol their child at childcare or kindergarten in Victoria **must** provide the service with:

- a current Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR); **AND**
- the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.

More information may be found at the following link:

<https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play>

## **Working with Children Checks**

From 2024, we will be requesting that all helpers (including parents, grandparents and other family members) obtain a Working With Children Check (WWCC) prior to volunteering at the Pre-school.

A WWCC will be required for volunteering in any capacity at the Pre-school including, but not limited to, “Stay and Play” duty, excursions, and serving as a member of our Committee of Management.

This new requirement aligns with the Department of Education policy that is in place in all Victorian primary schools, and will help the Pre-school honour it’s commitment to the Child Safe Standards.

More information about the Child Safe Standards may be found here:

<https://providers.dffh.vic.gov.au/child-safe-standards>

### **Don’t yet have a WWCC?**

It is quick, easy and free to apply for a volunteer WWCC.

We recommend both parents start this process now, as a volunteer WWCC will be required when your child begins Primary School.

More information may be found at the following link:

<http://www.workingwithchildren.vic.gov.au/>



## **Pre-school Management**

Farm Road Pre-school's buildings and surrounding grounds are owned and maintained by the City of Kingston.

The 3 and 4 Year Old Pre-school programs are approved and subsidised by the Victorian Government through the Department of Education (DE).

The Pre-school has been rated as "Exceeding" all seven quality areas of the National Quality Standards by the DE. This places the Pre-school within the top services in the state in relation to program, buildings, equipment and staff.

The Committee of Management (COM) is made up of parent volunteers, and is the decision-making body of the organisation. It has the power and responsibility to ensure proper management of the Pre-school. This includes all aspects of finances, adhering to legislative requirements, employment of staff, enrolment and adherence to the Kindergarten Constitution and Philosophy.

The COM plays an extremely important role in enabling staff to invest the maximum amount of time to the direct benefit of the children.

Management of the Pre-school is undertaken through formal policies. These policies are located in a folder next to the entrance door in the foyer or can be viewed on our website

<https://www.farmroadpreschool.com.au/>.

Please familiarise yourself with our Service policies and use them as a reference as required.

The following Policies are a DET requirement:

Code of Conduct, Complaints and Grievances, Delivery and Collection of Children, Enrolment, Fees, Information Technology, Privacy & Confidentiality (including Confidentiality of Records), Staffing Policy (including Working with Children Assessments and Criminal History Record Checks), Administration of Medication, Administration of First Aid, Anaphylaxis, Asthma, Child Protection, Child Safe Environment, Protection, Emergency & Evacuation, Nutrition and Active Play (including Food, Beverages & Dietary requirements), Hygiene, Incident, Injury, Trauma & Illness, Dealing with Medical Conditions & Infectious Diseases, Epilepsy & Diabetes, Food Safety Policy, Sun Protection, Excursions and Service Events, Inclusion and Equity Policy, Supervision of Children, Curriculum Development, Acceptance & Refusal of Authorisations, Water Safety, Occupational Health & Safety, Environmental Sustainability, Determining Responsible Person, Participation of Volunteers and Students, Interaction with Children, Governance and Management of the Service, Relaxation and Sleep, Road Safety Education and Safe Transport, Smoke Free Policy.



## Financial Management

The Pre-school is a not for profit, incorporated association. All fees and charges cover the cost of running our program, and any leftover funds are used for the upkeep of our equipment, resources and buildings. Finance for the operation of the Pre-school comes from the following sources:

1. Government Subsidy (rates current as of August 2023):
  - 4YO Kinder - \$4,233 per child.
  - 3YO Kinder - \$4,233 per child.
2. Free Kindergarten 2024  
Our Pre-school has elected to participate in the Victorian Government "Free Kindergarten" initiative in 2024. This provides free Kindergarten to all eligible 3 and 4 year old children, and families with savings of up to \$2,563 per child, every year.
3. After Kinder Care Fees (4YO Program)  
Monday - \$20 per session  
Tuesday - \$40 per session  
After Kinder Care Fees are paid on a per Term basis.  
After Kinder Care (care in excess of the 15 funded/free hours) is at an additional cost to families, and is not eligible for the Child Care Subsidy. We aim to cover staffing costs only with the fees for this program.
4. Fundraising:  
As a non-profit organisation the Pre-school relies on fundraising for the purchase of equipment, puzzles and games etc.

Operational expenses for the Pre-school include:

- Staff salaries, Work care payments (or equivalent), Long service leave, Sick leave;
- Incursions and Excursions;
- Lighting, heating and telephone expenses;
- Insurance and memberships;
- Upkeep and maintenance of indoor and outdoor equipment;
- Purchase of expendable items such as paper, paint and other art materials.

Payment of Fees:

- Fees are due and payable on the date specified on the fees letter or by instalment. Instalments *must* be paid on dates set down by the Committee.
- The preferred method of payment is Direct Deposit / Internet banking; however, cheques will be accepted.
- Overdue fees will attract a penalty of 10% per term if more than 2 weeks overdue.

Please Note - If you have problems with fee payment, please contact the Business Manager. Confidentiality is assured.

Fundraising:

Farm Road Pre-school offers the option to make a one-off family payment of \$100 towards fundraising for the Pre-school. If you choose to pay the levy, you will not receive any of the fundraising literature over the course of the year, unless by your request.



## **Pre-school Program**

Farm Road Pre-school follows the guidelines of the Victorian Early Years Learning and Development Framework (VEYLDF), which is closely linked to the National Early Years Learning Framework (EYLF).

Children are encouraged to be independent, creative, confident, responsible, caring and considerate towards others, and to be active learners. Over the year, your child will develop many skills and mature generally.

The Pre-school Program is very much child-centred, developmentally appropriate and based largely on “learning through play”. Your child will be given lots of opportunities to play with other children, participate in creative activities such as art, music, movement and enjoy enriching language experiences through stories, poetry, group discussions etc.

Planning the Pre-school Program is done after observing the children as individuals and as a group (every group is different, therefore the program may alter slightly each year, depending on the needs and interests of the group).

As parents, you really have been your child’s first teachers. Parental involvement in the kinder program is welcomed and encouraged. Children gain enormously if their parents become actively involved in their education. The Pre-school experience will be one we hope you and your child will both enjoy.





## **Bush Kinder**

### **What is bush kinder?**

Bush kinder is based on the Forest school movement in Europe. Children attend their regular kinder session from the same “bush” location each week. Children play freely and engage with nature.

### **What are the benefits of bush kinder?**

There has been a wide variety of research into bush kinder showing it has huge benefits to children including increased confidence, resilience, wellbeing, mental health, critical thinking skills, creativity, physical health, social skills, independence, stress reduction. These skills help prepare children for school. Children also develop language, literacy, maths and science learning through the bush kinder program. Very importantly children are happy and have fun.

### **How does it work?**

4-year-old kinder group children will be dropped off and picked up from Kingston Heath Reserve, Farm Road (end car park) for their Friday session (commencement date to be confirmed). The bush kinder area will be marked out with signage. Parents will sign their child/ren into the attendance book as usual. Children will need to bring a change of clothes and dress appropriately. Extra wet weather gear will be provided as children will be encouraged to freely explore.

<b>Weather Conditions</b>	<b>Warm/Hot</b>	<b>Cold/Wet</b>
Recommended clothing and footwear	Light, loose fitting long sleeved top and long pants. Broad brimmed hats will be provided by the Pre-school. Closed toe shoes. T-shirts also acceptable if sunscreen has been applied to arms	Waterproof jacket, raincoat, long pants, long sleeved top, beanie, waterproof gloves, warm socks and gumboots. Thermals are recommended in very cold weather.
Not Recommended	Long skirts or dresses and shorts.	Skirts and dresses – so as to enable waterproofs to be worn over clothing,
Unacceptable	Open toe shoes, sandals, thongs, crocs and singlet tops.	Non-waterproof outer clothing

A port-a-loo will be brought to the site. The Educators also have a key to access the toilets at the sports pavilion and will take the children at morning tea time. A minimum of one parent helper will be needed for each session. The children will be prepared in advance as educators will teach them about protective behaviours for dogs, animals, climbing and staying in the designated area. There will be specific bush kinder policies for [Dog Awareness](#); [Emergency Evacuation](#); [Protective Clothing](#); [Snake Awareness & First Aid](#); [Delivery & Collection of Children](#); [Extreme Weather](#); [Safety & Hygiene](#).

Bush kinder will operate in rainy and cold weather and will only be cancelled (relocated back to the kinder) in extreme or unsafe weather conditions. Parents will be notified by text message of cancellation.

If you have any further questions, please contact the Pre-school.

# Farm Road Pre School Philosophy

At Farm Road Pre-School we believe that Kindergarten is a place where:

## CHILDREN

- can just “be” (“being”), play, have fun and discover new things and continuously evolve (“become”)
- are welcomed and included and have a sense of “belonging”
- can socialise and build friendships
- are each seen as unique individuals who have a right to feel safe, valued and respected for who they are
- are taught to show consideration, respect and empathy for all members of the group and society
- are active participants, have choices and a voice, and are encouraged to be curious about the world around them

## EDUCATORS

- are facilitators and mediators
- support children in their learning by creating an environment which is stimulating, nurturing, safe, inclusive and equitable
- build on each individual child’s knowledge and interests to enhance and broaden their learning experience
- have high expectations for children encouraging their creativity, confidence, autonomy and considered risk taking
- are committed to excellence and will use continual improvement, professional development, and collaborative and reflective practice to achieve the best for every child and family
- are advocates for children and high-quality early childhood education
- will use evidence-based practice and the Victorian Early Years Learning Framework and National Early Years Learning Framework as the foundation of their work

## FAMILIES

- are children’s first educators and we acknowledge and respect this as the most important relationship
- diversity is valued, respected, celebrated and incorporated into the program
- feel welcome and included
- contribution is valued and encouraged. Families will have opportunities to be involved at the kindergarten

As a community-based preschool, we work in partnership with the community to achieve positive outcomes. This is the foundation of what we do.

We believe that environmental education and nature play are important for all children. We are committed to sustainable practices and fostering respect and care for the environment. We acknowledge the Boonwurrung people of the Kulin nation as the traditional custodians of the land on which we are located and we will embed an understanding and respect for Indigenous culture in our education program.

***We are a child safe organisation.***



## Term Dates and Timetable - 2024

**Term 1:** 29 January (educators start) to 28 March 2024

**Term 2:** 15 April to 28 June 2024

**Term 3:** 15 July to 20 September 2024

**Term 4:** 7 October to 20 December 2024

### 4 Year old Sessions:

Monday 8:30am – 3:00pm (\*\* After Kinder Care available 3pm-5pm)  
 Tuesday 8:30am – 1:30pm (\*\* After Kinder Care available 1:30pm-5pm)  
 Friday 8:30am – 12:00pm

### 3 Year Old Sessions:

Wednesday 8:30am-4:00pm (\*\* Optional earlier pickup time to be confirmed)  
 Thursday 8:30am-4:00pm (\*\* Optional earlier pickup time to be confirmed)

## TIMETABLE - 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
8:30AM	8:30AM	8:30AM	8:30AM	8:30AM	
4YO Wallabies 6.5hr session	4YO Wallabies 5hr session	3YO Bilbies 7.5hr session**	3YO Bilbies 7.5hr session**	4YO Wallabies 3.5hr session (Bush Kinder)	
	1:30PM			12:00PM	
3:00PM	1:30PM				
3:00PM	4YO After Kinder Care*			4:00PM	4:00PM
4YO After Kinder Care*					
5:00PM	5:00PM				

\* Aftercare is an additional cost, and is subject to interest/availability.

\*\* Optional earlier pickup time - to be confirmed.

\*\* After Kinder Care is available for the 4YO program on Mondays and Tuesdays until 5pm. After Care is at an additional cost to our normal program, and is not eligible for the Childcare Subsidy. Please enquire with Business Admin ([admin.farm.rd.kin@kindergarten.vic.gov.au](mailto:admin.farm.rd.kin@kindergarten.vic.gov.au)) for more information.



## **Attendance at Pre-school**

At the start of each session, parents/guardians are required to sign their own name, time of arrival, and the name of the person collecting their child (i.e. self, grandmother, etc) in the attendance book provided in the foyer. This is a DET regulation.

The attendance book will be used in the event of an evacuation, enabling staff to ensure the safety of all children at Kinder.

Parents on duty must also sign the Visitors book, which is located in the foyer. Any siblings accompanying them must also be signed in.

Please use the following procedures when arriving and departing:

On arrival:

- Sign your child into attendance book
- Wait in foyer area for teacher to open the door
- Handover your child to the teacher at the entrance to the kinder room so they can put their own bag on their hook and join the program
- Depart through foyer

On collection:

- Wait in the foyer area for teacher to open the door
- Collect your child from the door when the Teacher has called their name
- Collect any artwork your child has completed
- Sign your child out in the attendance book
- Depart through foyer door

It is imperative that all children are picked up punctually at the conclusion of each session to allow staff adequate time for cleaning up, assessing, preparation and planning.

Staff must be notified either in writing or by telephone, of the name of the person collecting your child if you will be unable to collect him/her at the end of the session.

## **Health**

It is important for your child to attend Pre-school. However, in order to safeguard all children and keep infections to a minimum throughout the year, we would ask that you keep your child at home if suffering from any of the following:

Cough or cold	Cold Sores
Sore throat	Infected sores
Stomach upset	Ringworm or Threadworm
High temperature	Head Lice
Eye Infections	Infectious diseases

If your child is 'off-colour', please keep him/her away for observation.

Please notify the Director/Teacher if your child is ill, or will be away for more than two (2) days.



## **Infectious Diseases**

The recommended minimum exclusion periods will be observed in regard to the outbreak of any infectious diseases or infestations (refer to: <http://docs.health.vic.gov.au/docs/doc/Minimum-Period-of-Exclusion-from-Primary-Schools-and-Childrens-Services-Centres-for-Infectious-Diseases-Cases-and-Contacts>)

## **Head Lice**

Unfortunately, head lice becomes a fact of life when your child starts Pre-school or school. It is a fallacy that head lice are attracted to dirty hair. In fact, they like clean hair. We all hope that it will never happen to our child, and when and if it does, please do not feel ashamed or embarrassed. It is important however, to act on it immediately and to inform the staff at Pre-school so that other families may be alerted. Please be assured that this matter will always be treated discreetly and confidentially.

Because young children often play closely together, head lice can easily spread from one head to another. To help prevent spread of head lice, it is a good idea to keep her hair always tied back - plaits are the best. Children should also be discouraged from sharing other children's hats, combs and brushes etc.

If your child has contracted head lice, begin treatment immediately. Lotions are available from your local pharmacist. It is not necessary for the child to be completely free of the head lice they can return when he/she is being treated. If you have any queries about this, please speak to your child's teacher.

## **Rules of the Pre-school**

It may help your child to start familiarising them with the rules at kinder:

- walk inside and run outside
- quieter voices inside
- sand or tanbark is not to be thrown
- no running on the climbing equipment
- no pushing or hitting other children
- no climbing on fencing or gates
- children may not leave the premises without a parent/guardian



## **What to bring and wear to kinder**

Your child's belongings should be brought in a bag clearly marked with their name. Please include a change of clothes as spills and accidents do happen. A locker is provided for each child.

Please send children suitably dressed for Pre-school activities, i.e. shorts, leggings or trousers. Dresses or skirts can be hazardous or make it difficult to participate in some activities particularly P.M.P. (Perceptual Motor Program) which begins in Term 3 for the 4 year old groups.

During Terms 1 and 4 every child will need to have 4 hour protection sunscreen applied 20 minutes before attending the session. Sunhats will be provided by the Kinder.

Closed toe shoes such as sneakers are preferred footwear. No thongs, crocs or high heeled sandals are allowed for safety reasons.

A warm hat, parka or coat should be sent along in winter for outside play.

No war toys e.g. guns, knives or swords are to be brought to kinder.

## **Snacks and Lunch**

To support the healthy eating goals of our program, and to protect the increasing number of children with life threatening allergies including nuts, eggs and dairy, we ask for your co-operation in sending **only** fruit and vegetables for morning/afternoon snacks.

The Wallaby group will require lunch in addition to their snack for the Monday and Tuesday sessions. The Bilby group will require lunch in addition to their snack for both Wednesday and Thursday sessions. Please only send 'Nude' food. This means no pre-packaged items or items requiring opening by staff. This helps reduce our rubbish and encourages your child's independence. Using labelled reusable snack containers is encouraged. In summer please include an ice block in an insulated lunch box as we cannot refrigerate items.

Absolutely no food containing nuts should be included in snacks or lunches or for items sent for birthdays. These include peanut butter, Nutella, hazelnut spreads and a great many packet cake mixes. Also, most chocolates, including Freddo Frogs, contain peanut derivatives and should not be sent to kinder. Please ensure that you check labels diligently as many products may contain traces of peanuts.

Every child will need to bring a drink bottle (water only please) to kinder for every session. Please ensure your child's drink bottle is clearly labelled.



## **Communication**

Staff and the COM will use the noticeboard located in the foyer as an important means of communicating information to parents. The whiteboard outside the entrance doors will also have daily information. Please take note of these areas daily. Where possible notices or newsletters will be emailed to parents. Please notify us if there are any changes to your contact details (home address, work contact numbers, work details) throughout the year.

**EFT payment is preferred for all payments.** Any money handed into the Pre-school (for fundraising, excursions etc) must be placed in a sealed envelope and dropped into the Letter Box marked "Incoming Mail" situated in the foyer near the main kinder room entrance door. **MONEY IS NOT TO BE HANDED TO TEACHERS OR EDUCATORS.**

The information on the envelope should state your child's name, the amount of money enclosed and for what purpose it is intended. **THIS BOX WILL BE CLEARED DAILY.** Please note that cheques are preferred to cash. Any cheque for any event should be made payable to FARM ROAD PRE-SCHOOL INC. unless otherwise stated.

Please talk to staff and provide them with any information, which might affect your child physically or emotionally, e.g. close friend or family shifting away, someone being sick at home or hospitalised or a death in the family.

## **Parental involvement at kinder**

As a community run Service, it is an expectation of the Kinder that families will participate in rostered duty ("stay and play") days to assist with activities with children and general cleaning. This is a very special day for your child. Younger siblings are welcome when parents are on duty, but they remain the parent's responsibility and should not be disruptive to the rest of the group. Your toddler is welcome to sit in on some group activities, but at times this may be inappropriate or disruptive to the rest of the children.

Parents who are on duty must sign themselves and any siblings into the Visitor's Book, which is kept in the foyer.

Parents are asked to do washing duty once a term to enable the children's towels and smocks to be washed weekly.

During the year you may have the opportunity to accompany children on organised excursions, or a seasonal walk, and will be invited to kinder for special events.

Social gatherings and fundraising events will be arranged during the year so that you can get to know other parents and make new friends.

The Educational Leader and teachers are available for consultations, during their preparation sessions. If you wish to discuss any aspect of your child's progress, or if you feel that the Educational Leader/Teacher can help with any problem, whether related to the Pre-school or not, do not hesitate to approach them and ask for a chat.

If you have any query or complaint about the Pre-school program, you are welcome to discuss the matter with your child's teacher, the director, the Committee President or the Vice President. If you are still not satisfied, please contact the DET on 1300 555 526.

A parent's library is also available covering information on child development and social/family issues. Please ask your teacher about the books on offer.

The Staff and Committee of Management trust that your entire family will enjoy this special time at Farm Road Pre-school.