

Family Handbook   
2015

1 Community Drive Greensborough Vic 3088

(03) 9435 9472

[info@yandellkinder.com.au](mailto:info@yandellkinder.com.au)

## Contents

[Yandell kindergarten 3](#_Toc400536988)

[Hours of operation 4](#_Toc400536989)

[Teachers and staff 4](#_Toc400536990)

[Important dates for 2015 5](#_Toc400536991)

[The Program - 3 Year Old Ring-a-Rosie 7](#_Toc400536992)

[The Program - 4 Year Old Kindergarten 8](#_Toc400536993)

[Orientation 10](#_Toc400536994)

[Daily arrivals and departures 12](#_Toc400536995)

[Kindergarten tours 12](#_Toc400536996)

[Wellbeing of the children 13](#_Toc400536997)

[Celebrations at the kindergarten 16](#_Toc400536998)

[Getting involved at Yandell 18](#_Toc400536999)

[What to bring to kindergarten for your child 19](#_Toc400537000)

[Communication and behaviour management 20](#_Toc400537001)

[Communication with families 21](#_Toc400537002)

[Parent library and resources 21](#_Toc400537003)

[School readiness 22](#_Toc400537004)

[Safety 22](#_Toc400537005)

[Accidents and injuries 23](#_Toc400537006)

[Illness 23](#_Toc400537007)

[Sun protection 24](#_Toc400537008)

[Clothing 24](#_Toc400537009)

[Footwear 24](#_Toc400537010)

[Committee of management 25](#_Toc400537011)

[Concerns 26](#_Toc400537012)

[Policies 26](#_Toc400537013)

[Fees 27](#_Toc400537014)

# 

# Yandell kindergarten

Welcome to Yandell Kindergarten. Located beside the beautiful surrounds of Andrew Yandell Reserve in Greensborough, our kindergarten offers a warm and homely environment for children. A gentle rhythm is created throughout the week and children feel at ease in this nurturing space.

Their creative play is enriched by a range of simple playthings which are selected to invite the child to use their imagination to transform their world. Nourishing home-made meals are provided every session and our wonderful open outdoor space provides the children with boundless opportunities to be at one with the freedom of nature.

Yandell Kindergarten has been operating for more than 40 years and is managed by a committee of parents which is refreshed each year. Some of the benefits of this arrangement are flexibility, volunteer involvement opportunities and a real sense of pride in the evolution of the kindergarten.

Yandell Kindergarten values inclusion, creativity, gentle structure, diversity and respect for nature. We create an environment that allows each child to develop and expand their connection to themselves, the world and others, at their own pace.

#### Steiner philosophy

Yandell Kindergarten practices the principles given to us by philosopher Rudolf Steiner, who was born in Austria in 1861. Steiner believed the preschool years to be the most important of all in the child’s education, and that careful thought must be given to every aspect of physical and human influences. Every impression received in these early years has the potential to influence future health and wellbeing. Steiner education honours the child at every level, including the intellectual, physical, emotional and spiritual. He identified particular conditions that need to be present in order for a child to thrive. It is these values and conditions which guide the development of the beautiful program at Yandell Kindergarten.

Our play-based programs offer children a loving space, encouraging imagination and gentle preparation for both Steiner and mainstream schooling.

# Hours of operation

Yandell Kindergarten is open on weekdays during the school term, except public holidays.

#### 4 Year Old Kindergarten

Days Monday, Wednesday, Friday

Each child attends on two of these days

Session times 8.00am - 3.30pm

Teachers present 7.45am - 4.30pm

Teacher on duty Sharon Peck

#### 3 Year Old Ring-a-Rosie

Days Tuesday and Thursday

Session times 9.15am - 12.15pm

Teachers present 8.45am - 1.00pm

Teacher on duty Mandy Abbott

# Teachers and staff

#### 4 Year Old Kindergarten

Teacher in Charge Sharon Peck [yandellteacher4yo@gmail.com](mailto:yandellteacher4yo@gmail.com)

Assistant Educator Joanne Stevens [yandellassistant4yo@gmail.com](mailto:yandellassistant4yo@gmail.com)

Assistant Educator Kristie Dowell [yandellassistant4yo@gmail.com](mailto:yandellassistant4yo@gmail.com)

#### 3 Year Old Ring-a-Rosie

Teacher in Charge Mandy Abbott [yandellteacher3yo@gmail.com](mailto:yandellteacher3yo@gmail.com)

Assistant Educator Melinda Morris [yandellassistant3yo@gmail.com](mailto:yandellassistant3yo@gmail.com)

#### Administration Manager

We have a part time Administration Manager to assist with enrolments, general queries, accept fee payments, manage policies and procedures and to provide administrative support to the kindergarten, teachers, committee and parents.

You are welcome to contact Maxine Sibbing on [adminmanager@yandellkinder.com.au](mailto:adminmanager@yandellkinder.com.au) or 9435 9472.

# Important dates for 2015

### Term dates

|  |  |  |
| --- | --- | --- |
|  | **First day** | **Last day** |
| **Term 1** | Wednesday 28 January | Friday 27 March |
| **Term 2** | Monday 13 April | Friday 26 June |
| **Term 3** | Monday 13 July | Friday 18 September |
| **Term 4** | Monday 5 October | Friday 18 December |

### Festival dates

|  |  |  |
| --- | --- | --- |
|  | **Ring-a-Rosie** | **Kindergarten** |
| **Autumn Festival** | Thursday 26 March | Friday 27 March |
| **Midwinter Festival** | Thursday 18 June (evening) | Friday 19 June (evening) |
| **Spring Festival** | Thursday 17 September | Friday 18 September |
| **Advent Festival** | Thursday 10 December | Friday 11 December |

### Public holidays

|  |  |
| --- | --- |
| **Labour Day** | Monday 9 March |
| **Anzac Day** | Saturday 25 April (Monday is not a public holiday) |
| **Queen’s Birthday** | Monday 8 June |
| **Melbourne Cup Day** | Tuesday 3 November |

### Clean-up days

#### Monday 14 and Tuesday 15 December

These days are set aside for a thorough cleaning of the kindergarten. Parental help is important on these days, please contribute a few hours to help complete this task.

### Student-free days

|  |  |
| --- | --- |
| **November** | Monday 3 November |
| **December** | Wednesday 16 December  Thursday 17 December  Friday 18 December |

These days are student-free days for teacher and committee administrative work.

### Kindergarten open day

Saturday 28 February

### Parent information night

Monday 13 October 2014, 7.30-9.30pm

### Autumn Fair and Native Plant Sale

Term 2, May 2015

### Committee meetings

Second Monday of each month 7-9pm

### Working bees

First Saturday morning of each term, with lunch together afterwards.

### Annual General Meeting

Tuesday 25th November 7-9pm

# The Program - 3 Year Old Ring-a-Rosie

The rhythm of the day flows as follows:

9.15am Arrival/Indoor play

Terms 1 & 2 – Bread-making/drawing or Festival preparation

Term 3 Wet-on-wet painting or Festival preparation

Term 4 Bread-making/drawing or Festival preparation

9.55am Tidy play room

10.10am Circle time – finger plays, song and movement through imitation; or

Birthday celebration

10.20am Wash hands and morning tea

10.55am Outdoor play

11.50am Tidy up outdoors

12.00pm Story time

12.15pm Home time

Parents, please wait outside the gate during story time until you are invited in. Children of this age are so easily distracted – lose one, you lose them all. We like the children to enjoy their story, and waiting outside will optimise the opportunity for this to happen. This is also a lovely time to chat with other Ring a Rosie parents.

### 3 Year Old Ring-a-Rosie Menu

Morning tea is served during each session and consists of fresh baked whole wheat bread rolls (the children really enjoy helping to make the rolls), jam, butter (or dairy-free Nuttelex), and seasonal fruit such as apples, oranges and pears.

# The Program - 4 Year Old Kindergarten

The rhythm of the day flows as follows:

8.00-9.OOam Arrival and indoor/outdoor play

9.00am Indoor play and morning activity

10.00am Indoor pack-up and setting of meals table

10.15am Circle time (includes songs, rhymes, movement, games, Eurhythmy and Birthday Celebrations)

10.30am Washing hands and morning tea

10.50am Outdoor play

12.15pm Story-time (Assistant takes ½ hour lunch break)

12.35pm Set out rest mats and toileting

12.45pm Rest time (Teacher takes ½ hour on-call lunch break)

1.10pm Pack up rest mats, prepare lunch table

1.15pm Lunchtime

1.45pm Clear meal table and prepare for outdoor play

1.50pm Outdoor play

2.30pm Outdoor pack-up

2.40pm Washing hands and afternoon tea

2.50pm Chapter book story time

3.00-3.30pm Outdoor play and home time

### Daily and Weekly Activities

**Monday** Painting, milling, cooking (e.g. chopping vegies, spreading jam, cracking eggs)

**Wednesday** Craft such as sewing, making pom-poms and winter lanterns, and felting

Milling grain and cooking (e.g. making apple cakes, chopping vegies)

**Friday** Bread making, milling, drawing, cleaning, mending, baking

Activities are offered during morning and outdoor play in a cyclic or rhythmical way. In addition to the activities listed above, each day the children may help with food preparation, household activities and festival preparations. While outdoors, activities may include watering the garden and veggie patch, planting and weeding, sweeping the paths, raking the leaves, and cutting and collecting flowers and vegetables. Wood working is also available from Term 2.

### 4 Year Old Kindergarten Menu

All meals and snacks are provided by the kindergarten. We can arrange alternatives for children with food intolerances.

|  |  |  |
| --- | --- | --- |
|  | **Terms 1 & 4** | **Terms 2 & 3** |
| **Monday** |  |  |
| Morning tea | Rice cakes with jam/ apples | Rice porridge with banana and apple |
| Lunch | Fried rice with vegies | Rice bake  (includes cheese, milk, egg, vegies) |
| Afternoon tea | Anzac biscuits | Anzac biscuits |
| **Wednesday** |  |  |
| Morning tea | Millet apple cakes/oranges | Millet apple cakes/oranges |
| Lunch | Pasta, vegies & cheese | Pasta, vegies & cheese |
| Afternoon tea | Millet apple cakes | Millet apple cakes |
| **Friday** |  |  |
| Morning tea | Muesli | Apple crumble |
| Lunch | Term 1: Salad, bread rolls, mayonnaise & hummus  Term 4: Pizza | Pumpkin soup, bread rolls |
| Afternoon tea | Anzac biscuits | Anzac biscuits |

We try to ensure that all food offered is of the highest standard (primarily biodynamic or organic), nutritious and plentiful. The same food is offered each day of the week, changing only in the cooler weather. We also offer the children a chance to experience some of the many grains available in a harmonious rhythm that is the same each week, such as rice on Mondays, millet on Wednesdays and oats on Fridays.

Please include details of any food sensitivities on your enrolment form and speak with the Teachers if you have any questions about the menu.

As there are children with food sensitivities and allergies at the kindergarten, it is extremely important that you do not bring any food from home.

# Orientation

At the start of each year, we have an orientation process to help familiarise new children with Yandell Kindergarten’s environment, teachers and their new kindergarten friends.

An Information Evening for parents and carers is held in October prior to the year that your child commences, and an Orientation evening is also held in Term 1.

#### 3 Year Old Ring-a-Rosie Orientation

*Play times – late 2014*

There will be two play time opportunities at the kindergarten in Nov/Dec the year prior to commencement. Children can attend one or both of the following sessions with their parents/carers:

* Thursday 27 November 1.30-2.30pm
* Tuesday 2 November 1.30-2.30pm

*Getting to know you days – Term 1 2015*

*Week 1*

A handful of children attend at a time with their parents/carers for a single one hour session. This session includes an interview with the Ring-a-Rosie Teacher, Mandy, measuring the children for their slippers and a parent/carer sewing on the slipper bag pocket for their child.

*Weeks 2 & 3*

We then provide each child with one full session at the normal time of 9.15am -12.15pm in each of week 2 and 3 (rather than the normal two sessions each week). These groups are smaller and designed to help children adjust to being at the kindergarten without their parent/carer.

Details and specific days and times for weeks 1-3 will be provided to families in advance.

Normal sessions commence in the fourth week of term.

#### 4 Year Old Kindergarten (for children new to the kindergarten)

*Play times – late 2014*

Children can attend one or both of the following sessions with their parents/carers:

* Tuesday 25 November 1.30-2.30pm
* Thursday 4 November 1.30-3.20pm

*Getting to know you days – Term 1 2015*

We offer short small group sessions in the first and second week of term. Children attend with their parent/carer for the first of these sessions. You will be notified in advance of the days and times.

Normal full day sessions commence in the third week of Term 1, however you may elect to bring your child for the morning only until they are fully settled.

**4 Year Old Kindergarten (for children who attended Ring-a-Rosie)**

Children who attended Ring-a-Rosie the year prior to 4 Year Old Kindergarten are familiar with the environment, teachers and their kindergarten friendship group, and can attend without their parent/carer for half days initially if needed. Normal full day sessions commence for all children from the third week of Term 3.

# Daily arrivals and departures

#### Arriving and departing from the kindergarten

Kindergarten children must be brought to the kindergarten and collected after each session by an authorised adult. The Department of Human Services requires that each child is signed in and out at every session. It is important to note the time of drop off and collection.

Friendships are often formed amongst parents during the year, which is lovely, however please hold conversations outside to minimise disruption to the session.

#### Other arrangements

Where you need another adult to collect your child, this nomination can be made on your enrolment form. You will also need to indicate in the sign-in book if one of your nominated people will be collecting your child on a given day. Where you need someone who has not been nominated on the enrolment form to collect your child, please inform the Teacher in Charge in advance.

#### Visitors to the kindergarten

Please sign in and out of the kindergarten by using the Visitors Book located at the sign-in desk in reception if you are remaining at, or visiting, the kindergarten for any length of time. This applies particularly to parent duty or attending for your child’s birthday celebration but also when providing other assistance to the kindergarten such as attending committee meetings. This is important for our records, and in the event of an emergency. A separate attendance register is kept for working bees.

All other visitors, who are not attending for their child, need to report to the Administration Manager or Teacher in Charge upon arrival.

# Kindergarten tours

Parents of prospective children are welcome to make an appointment to come to visit the kindergarten and meet the teachers during normal session times.

3 year old Ring-a-Rosie tours are held at 11.15am on Tuesday and Thursday.

4 year old kindergarten tour times can be arranged for either 11.15am or 2pm on Monday, Wednesday or Friday.

Please email or call us to make an appointment for a half hour individual tour during one of these times.

# Wellbeing of the children

#### Kindergarten environment

At Yandell Kindergarten, we strive to create a warm and nurturing environment that is unrushed, holistic, and hands on. We believe that children learn and develop best when they feel safe and secure, and have the time to immerse themselves in play. This is why a large part of the day is devoted to free play, where through healthy play the children are able to assimilate their skills and life experiences, while exploring their environment. We teach adaptability, self reliance and a sense of belonging developed on a foundation of love and consistency.

We encourage the children to try new things, express their ideas, and contribute towards the work of the Kindergarten while developing their social skills. This provides opportunities for learning skills in exploration, discovery, problem-solving, imagination and creativity, resilience and staying on task.

#### Natural and simple play

We provide the children with a wide range of natural materials in a variety of textures and colours. These include raw, unfinished materials, such as wood, shells, cloths, woollen twisties, baskets, cushions, simple wooden bowls, pots, and utensils. We believe natural toys expose children to different textures, and contributes to their connection with the environment. The more simple the toy, the more imagination the child uses within play. For example the dolls and animals we provide have simple features which allow the children to freely imagine their mood or emotion.

Children are welcome to bring any comforters such as a much loved teddy with them, especially if needed for rest time. However, please do not bring toys from home as there is a risk that they could get broken or lost.

#### Art and craft

Creative exploration and play are a central part of how children learn and define their character. During the year your child will participate in painting, felting, bread making and many other wonderful activities for their enjoyment and development. Each term a special activity is focussed on in preparation for festival time. At the end of the year your child’s art can be taken home in their art folder.

#### Story telling

The daily telling of a story, usually through puppetry, allows for imagination rather than fixed formed pictures such as those in books. Most stories told are fairy tales, which speak in a language appropriate to the young child’s consciousness – for they speak through images and actions. The fairy tale conveys that within even the weakest and most lost there is a possibility for greatness. Within everyone are the power and resources for transformation. No moralizing takes place but the child sees that kindness and diligence are rewarded, and that even the small and weak can overcome the big and strong. For the child, the fantasy of the fairy tale is more than imaginative entertainment, it is the means by which his/her whole world is made visible.

#### Outdoor play

Our outdoor environment encourages natural, sensory play where the environment with all its mud, water, and sand can be manipulated to the children’s limitless imagination. Where a sandpit can become an exploration dig, the mud patch can become a construction site, pipes are used by ‘engineers’ creating water runs, and tea parties are held under the shade of our trees. Additional outdoor materials available to the children include simple bowls, spoons, teapots, watering cans, buckets, spades, wheelbarrows, and large building blocks. These simple, sensory materials allow for rich, nourishing and creative play.

#### Sharing mealtimes

At Yandell we work like a big family. The children help prepare food for morning tea, lunch, and afternoon tea, as well as setting of the table before meals with table cloths, ceramic bowls, plates, cups and vases of flowers. The children support one another by being a water pourer or waiter. During meal times we come together to share the meal we all contributed towards preparing. Before we eat we say a blessing in gratitude for the food we will receive, and after the meal we hold hands and say thank you. This is another way we acknowledge the natural world. Mealtimes contribute towards socialising, developing communication skills, and taking turns. At the end of each meal, each child is responsible for taking their cup and plate to the trolley and emptying out their scraps. We have these routines as we believe it encourages independence, responsibility, and a feeling of belonging with the group.

#### Communication and role modelling

Communication and imitating the teachers as we go about our daily tasks of preparing food, cleaning, repairing, creating, and maintaining the environment are integral to all learning. As we ‘work’ in our kindergarten, we are aware that our actions in the presence of the young child must contain a moral quality. Therefore our actions are those we wish to see imitated by the children. This includes our interactions and communications amongst each other, both children and adults.

We believe a sense of belonging is important for children as it builds on their self-esteem, and helps them feel safe, secure, and a valued member of the group. Festivals that are pertinent to the seasons and the lives of the family are celebrated to enrich the children’s cultural and spiritual life. This is why at the end of each term we welcome the wider kindergarten community – that is, the children, siblings, parents, extended families and staff – to share in the crafts, games, stories and songs which are woven together in preparation for the coming season. We place emphasis on embracing all people and nature with reverence and respect.

As adults we respect the children’s need for space, time and self-expression, except where it is destructive, at which stage we would then redirect it to a more positive form of expression such as grinding with the mill, or helping set the table. We place great emphasis on the importance of rhythm, through the day, week, and even through the seasons. This helps the children feel safe in knowing what happens next and what is to come as we prepare for the end of each term. The daily rhythm is supported by songs and verses which move the children through the course of the day. As children feel safe and secure, disruptive behaviour is reduced.

Overall, we aim to create a nourishing and home-like environment for the children. The toys, colour of the room and clothing, nature of the food, song and movement, craft and artistic activities, and daily rhythm all help support the young child through their senses, and to grow into confident, skilled and secure young people.

# Celebrations at the kindergarten

#### Festivals

Festivals that are pertinent to the seasons and lives of the family are celebrated to enrich the cultural and spiritual life of the children. Celebrating festivals connects us with the seasons and nature.

At the end of each term, we prepare for a festival in the kindergarten by making, baking, singing and moving in a Festival Circle to share with the children’s families during this special time. The term then ends joyfully with the celebration of such festivals as Autumn/Harvest, Winter, Spring, and Summer/Advent. Your kindergarten child will be very excited to show you what they have prepared and arranged for the festival.

The festivals usually last for a few hours, and replace the normal kindergarten day. Family and siblings are encouraged to join the celebrations. Please be mindful of younger siblings on this special day, and if they become restless or upset, please take them outside to settle.

#### Autumn Fair and Native Plant Sale

The kindergarten holds an annual Autumn Fair and Native Plan Sale. It is a wonderful, colourful and fun day for families and friends with lovely food to share, craft stalls, music, delicious treats, a silent auction and activities for the children. This is our primary fund raising event, and really brings the community together. We encourage all families to be involved and to help make this wonderful day a success.

#### 3 Year Old Ring-a-Rosie Birthday Celebrations

Each child has a birthday celebration at the kindergarten. Parents are asked to bring a plain cake to share at morning tea. A simple butter cake is best. Please do not use icing, cream, chocolate or nuts. Flowers make a beautiful decoration.

As you will stay for the entire morning, it is often a good idea to combine your kindergarten duty, with your child’s birthday celebration, if you can.

#### 4 Year Old Kindergarten Birthday Celebrations

Each child celebrates their birthday at Yandell Kindergarten. We try to make it the first session after their birthday where possible, or if the session falls on their actual birthday that date may be chosen. Parents/carers are invited to come for the circle time, which is dedicated to the birthday child with a special birthday ritual. When discussing the date, we will also discuss giving a sentence or two of a special event or moment for each year experienced by your child, so we can share your child’s story with the whole group on this special day.

We will make your child’s birthday cake at kindergarten the morning of their celebration. The cake is a simple yet delicious carrot cake which includes eggs and almond meal, which can be served with plain yoghurt.

Summary of parent involvement in the flow of a birthday at the kindergarten:

* Bring your child to the kindergarten session as normal in the morning
* Come back to the kinder at approximately 10.20am
* Join the birthday circle including speaking about your child’s journey
* Shared morning tea with the children
* Parents can then go home and return at the end of the session to collect their child

Younger siblings who are not yet at school are welcome to attend with you.

# Getting involved at Yandell

We encourage active parent and carer participation through volunteer assistance at special events, festivals, fund raising, social events, kinder duty, working bees and other activities. Attending these events will give you a first-hand experience of your child’s enjoyment of the kindergarten and assist with developing friendships among other kinder families, which is helps build community.

Joining the Yandell Committee as a general member, popping in for the occasional meeting, or taking up a challenging and rewarding executive committee role will also help with meeting other parents and carers and give the opportunity of real involvement with the kindergarten.

#### 3 Year Old Ring-a-Rosie

One parent is on duty for the whole morning session, helping to prepare morning tea, washing the dishes, and sweeping the floor. Grandparents and carers are welcome to assist with duty in place of a parent.

#### 4 Year Old Kindergarten

We understand how much parents look forward to the opportunity to experience their child’s day at kindergarten. Becoming a parent helper on a rostered day once or twice a term gives you this opportunity, while also supporting us. The helper arrives on their rostered day at 2pm, washes the lunch dishes, takes out the compost, sweeps the room while the children play outside, then takes home the towels and tablecloths to wash and return at the next session. A list of available dates for parent duty will be placed at the sign-in desk for you to choose from. It is up to parents to confirm and arrange swaps if necessary. We appreciate your help very much.

# What to bring to kindergarten for your child

Each child will have their own pair of slippers for wearing indoors, and a bag with a slipper pocket at the front. You can leave some personal items in the slipper bag so that they are handy for use and to save you bringing additional items to each session. Please name all belongings. Children who like to have a comforter or soft toy for rest time are of course welcome to bring these along.

#### Summer

* Sun hat
* Spare clothes
* Sunscreen

#### Winter

* Beanie
* Gumboots
* Warm jumper
* Raincoat with hood
* Spare clothes

#### What not to bring

Please do not bring any of the following to kinder:

* Food and drink
* Special or delicate clothes
* Toys from home
* Valuable personal items

# Communication and behaviour management

Parent feedback and communication is welcome at Yandell Kindergarten. Please always feel free to discuss any anxieties or needs in relation to yourself or your child. During orientation and interviews, we will ask you questions as we begin building a picture of your child, a process which continues throughout the year. We enjoy sharing the small triumphs, as well as being committed to discussing any of your child’s difficulties with you. We can provide referrals for extra help from appropriate professionals where necessary.

#### How to communicate with Yandell

Please communicate with Yandell staff, teachers and committee in the following ways:

* Email or telephone
* In person
* Making an appointment
* Providing comments in the Communication Book located in the foyer

#### Handover in the playroom

A brief interchange before each session begins is welcomed if you have something to share with us that may affect your child’s day at kindergarten, such as a busy weekend or a late night. Otherwise please be aware that a long, and perhaps serious, discussion is best left to when a special time can be arranged. Please ask the teacher when she is available to chat, email or call us to make a time.

Please respect the playroom like you would a classroom; and, if you need to talk with another parent, it is best to take the discussion outside. The hum of conversations over the top of children at work and play can be disruptive.

#### Behaviour in the playroom

The daily program is rhythmical, and consciously follows a predictable routine. This pattern provides comfort to the children as they know what is going to happen at each step of the day, giving them confidence and reducing anxiety and behavioural problems.

We are committed to modelling positive behaviours which we wish to see the children imitate. As adults, we try to respect the children’s need for space, time and self-expression. In learning to play with a large group of children, there will be disagreements. As adults we observe carefully and do not step in if we believe that children can safely sort it out, and learn from these experiences, as do the children watching around them. However, when a child’s behaviour does need adult intervention, we try to redirect the behaviour into a task such as milling or drying dishes. Sometimes it may be necessary to sit a child on a chair for a short quiet time to allow them to settle. It is important that all children feel that they have been heard, their distress is accepted and their needs met.

# Communication with families

Parents are provided with information on kinder activities in the following ways:

* Emails
* Newsletters
* Notices in the foyer area
* Notices in your child’s foyer pocket

Please check these regularly for information from us, and ensure that your contact details are kept up to date.

#### Annual feedback surveys

We ask that you complete a survey that we will send out towards the end of the year to provide us with some feedback about you and your child’s experiences with Yandell Kindergarten. This survey provides us with important information to assist with improving the service that we offer.

#### Parent teacher meetings

Your child’s teacher will have a chat with your during the orientation phase at the start of the year, to get to know you and your child.

We then provide feedback on your child’s progress at Parent Teacher conversations which are held once a year during Term 2 to Term 3. This is a lovely time to hear about your child’s personality at kinder, their friendships and achievements, developmental progress and readiness for the next educational stage. You are encouraged to ask any questions and share any concerns or insights at this time.

# Parent library and resources

We have a small library of hand selected books that parents are welcome to borrow. Once a modest joining fee is paid, you are welcome to browse our selection and borrow a book or two for a few weeks. The range supports the educational style of the kinder and covers topics such as Steiner education, seasonal celebrations, education and craft activities. Please speak to a staff member if you would like to join the library and borrow some books.

# School readiness

We provide a gentle transition in 4 year old kindergarten to prepare the children for school. This includes the children making a packed lunch during the kinder session, which they take on a little excursion to Yandell Reserve several times during Term 4.

We also have the joy of a weekly visit from the prep children at neighboring Briar Hill Primary School. The school and kinder children play outside together, which allows them to meet some of the school children and teachers. It also gives any children that move on to Briar Hill Primary School the continuity and security of returning to say hello to their beloved kindergarten teachers once they have started school.

Many of our children progress to Briar Hill Primary School, which is a government school with a Steiner influence, however you are of course supported in choosing and graduating to any school of your choice. Our teachers are happy to discuss your child’s readiness for school and any aspects of this transition that we can assist with.

We also provide a Transition Statement for your child to assist with orientation into the school that they will be attending.

# Safety

The children are provided with one outside play session in 3 year old Ring-a-Rosie, and two sessions for 4 year old kinder, each day. This is a wonderful time for them to explore, interact with nature and run free. They are supervised by the teachers and assistants at all times during indoor and outdoor play.

Please be sure that the kinder gate is closed behind you as you arrive and leave the kinder, so that other children do not accidentally leave the kinder.

Children and siblings often like to linger in the playground after a kinder session. Please be aware, that for safety purposes, before and after you have signed your child in for a kinder session, that it is your responsibility to supervise them, especially in the playground.

Please also note that safety is everyone’s responsibility. If you see something that you feel requires attention or maintenance please write it in the Maintenance Book located at the sign-in desk and we will take action.

# Accidents and injuries

Kinder children often experience little playground bumps and bruises that simply require some nurturing, a bandaid or cold flannel. With these small injuries, you will only be contacted if you child cannot settle after a reasonable amount of time.

Should your child have an accident or injury at kindergarten or an incident where they remain unsettled or upset, we will telephone you. If we cannot make contact with you we will telephone your emergency contacts as provided on the enrolment form.

We record any accidents or incidents that need medical treatment in our record book. You will be asked to sign the account so that you are aware of the procedure that was taken to care for your child.

Should your child have a serious accident or need urgent medical treatment, then we will follow our Emergency Procedure Policy and contact 000. Please be sure to provide us with updated contact and emergency numbers.

# Illness

Please do not send your child to kindergarten when he or she is unwell. It is very difficult for an unwell child to play, and during this time they should be resting at home quietly being lovingly cared for.

Please email or phone the kinder as soon as you know that your child is going to be away from kindergarten due illness or for any other reason.

Should your child have a communicable disease it is necessary for us to notify all other families and the Department of Health. Notification of suspected, and confirmed, cases of communicable diseases within the kindergarten will be provided via email and a notice in the reception area. Information on the disease and applicable exclusion periods will be provided. Further information on exclusion periods for communicable diseases is available from the Yandell Kindergarten website.

On enrolment you will be asked to provide a statement of your child’s immunisation status. This statement can be obtained from Medicare, or you will need to provide a statutory declaration regarding your child’s immunisation status. Children who have not been immunised are required to stay away from the kindergarten during an exclusion period if a communicable disease has been detected in another kindergarten child.

#### Medication

If your child is well enough for kindergarten but needs medication, you will need to give us the medication in its original container and label. You will be asked to provide the date, time, dosage and a signature in the medication book. Children are not to administer their own medication or to have medication left in their slipper bags.

# Sun protection

Our playground is quite shady as there are plenty of trees, and we have a sunshade in summer. In Terms 1 and 4 our sun protection program applies. During this time:

* All children must wear a protective wide-rimmed sun hat when outside
* Please apply sunscreen to your child before they arrive in the morning
* Please let us know if your child requires sunscreen for the afternoon playground session, and place your child’s named tube of sunscreen in their slipper bag.

# Clothing

One aspect of Yandell is the simplicity of the child’s surrounds. Even the clothes we wear have an effect on our well-being. Please try to send your child to kindergarten in clothes made of natural materials such as cotton and wool, which allow the body to breath. The colours of clothes also have an effect on us, so the rainbow can be our inspiration for dressing our children. Please respect our kindergarten environment and ensure that the children have plain clothing unadorned with advertising slogans or cartoon characters. This also applies to hats and kinder bags.

Layers of clothing are recommended to allow for adjustment to the weather conditions, indoor and outside time. It is important that children are warmly dressed to protect the development of vital organs.

During Terms 1 and 4 all children need a broad-brimmed sunhat every day, even days that start off overcast may become sunny later.

During Terms 2 and 3 the children will need a beanie and a raincoat with hood and gumboots. Please be sure to name all articles that your child will be taking on and off.

# Footwear

Each child receives a pair of indoor kindergarten slippers at $28 a pair. They stay here in their kinder slipper pocket. It is important for children to have good quality well fitted footwear while their feet are still quite malleable. Ill-shaped footwear, especially narrow or pointy shoes, can result in the development of foot problems in adult life. Good leather shoes such as sandals for summer and boots for winter are best, as they allow the feet to breathe properly. Boots with cotton or wool socks allow the children’s feet to remain dry. Gumboots are best for the mud patch and can be left at kinder. Thongs or open sandals are not suitable footwear as children may slip when climbing.

We like to encourage independence in children so please dress them in clothing they can manage by themselves. We will be patient with growing skills such as tying shoelaces, however shoes that are difficult even for an adult to put on are not suitable.

# Committee of management

Yandell Kindergarten is an Incorporated Association administered by the Yandell Kindergarten Parents' Committee. The Committee, teachers and staff are all involved in managing the day to day running of the kindergarten. A dedicated team of parents fill the Committee roles that are essential in the day-to-day functioning of our kindergarten.

The Committee meets on the second Monday evening of the month 7-9pm.

Parents and carers are encouraged and welcome to attend committee meetings. If you are interested in joining the Committee or attending a meeting, please email us at [info@yandellkindergarten.com](mailto:info@yandellkindergarten.com).

Committee attendance is also recognised for reimbursement of the maintenance levy.

We would particularly welcome parents of 3 year old Ring-a-Rosie children to join the Committee, ‘shadow’ current members and work as teams, and keep Yandell Committee knowledge passing on from year to year.

In November each year, at our Annual General Meeting, we seek parents and carers to fill committee roles and general membership positions for the following year.

Committee roles include:

* President
* Vice President
* Secretary
* Treasurer
* Maintenance Officer
* Social and Fund Raising Officer
* Autumn Fair & Plant Sale Coordinator
* Autumn Fair & Plant Sale Team
* Parent Liaison & Social Officers
* Newsletter Coordinator
* Website Manager
* Fundraising Team
* Parent Library Officer
* Family Feedback Officer
* General Committee Members

Detailed descriptions of the available roles can be found on our website and will also be made available at the Family Information Evening in October and Annual General Meeting in November.

# Concerns

Any serious questions, concerns or complaints in relation to any aspect of the operation of the kinder are best addressed in person in the first instance by making a time to speak with the person or teacher involved, or by making contact with the Parent Committee President or Vice President. Contact details are available from our website or on the foyer notice board.

In the event that an initial discussion does not allay your concerns, please write to us outlining your concerns and the action/remedy that you are seeking.

# Policies

Our policies and processes can be viewed at the front reception and/or upon request.

# Fees

#### 3 Year Old Ring-a-Rosie $400 per term

#### 4 Year Old Kindergarten $440 per term

Fees for pension card and healthcare card holders in 4 year old Kindergarten program are $118.75 per term, pending any changes from the Department of Human Services for 2015 (see fee relief section below).

### Fee relief

#### Subsidised kindergarten fee relief for the 4 Year Old funded program

Fee relief of $1285 per annum ($321.25 per term) is available if the family has a pension card or healthcare card. To be eligible for this relief, you need to produce your card at the beginning of each term and whenever the card is reissued.

Please notify the teacher by orientation day if you have a concession card, so that we can calculate these fee deductions.

#### Child Care Benefit

Child care benefit helps with child care costs such as long, family or occasional day care, outside school hour care, vacation care, preschool and kindergarten. To be eligible for Child Care Benefit you need to meet all of the following criteria:

* use approved or registered child care (Yandell Kindergarten is a registered child care)
* you are responsible for paying your child’s child care fees
* your child is immunised (or on an immunisation catch-up schedule), or is exempt from the immunisation requirements
* meet the residency requirements.

Child Care Benefit for registered care is paid at a standard hourly rate for up to 50 hours per child per week if:

* you (and your partner) are working, looking for work, training, or studying at some time in the week that care is provided; or
* you (and your partner) have an exemption from that requirement.

In order to claim the Child Care Benefit for registered care, you need to download the claim form and lodge with receipts within 12 months of the care being provided.

For more information, visit the website: [www.humanservices.gov.au/customer/services/centrelink/child-care-benefit](http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit)

#### Policy for $100 non-refundable deposit/maintenance fee

Each family is required to pay a $100 non-refundable deposit to secure your child’s place at Yandell. Upon receipt of this deposit, it then becomes the **maintenance fee**.

This money comes off the Term 4 fees if you contribute your time and services to the maintenance and running of the kinder in one of the following ways:

* Attend two kinder commitments throughout the year. Choose between a combination of working bees and Committee meetings.
* Become an active member of the Autumn Fair/Native Plant Sale sub-committee.
* Become an active Committee member (this includes needing to attend at least 2 committee meetings).

Please be aware that **you must meet these commitments by the end of Term 3**, before the Term 4 fee invoices are created.

#### If you meet none of these criteria, then you opt to pay the full Term 4 fees.

Any special exemptions, considerations or alternative offers of help need to be discussed and approved by the Committee. The Committee reserves the right to assess extenuating circumstances on a case-by-case basis.

