



*Moriac Pre-School  
Handbook*  
Wadawurrung Country  
A Rural Kinder



# Table of Contents

Centre Philosophy

Commitment to child safety

Contacts

Public Holidays, Term Dates

Session Times 2024

Committee of Management

Structure of the Committee of Management 2024

Our Program

Bush Kinder

Complaints & Grievances

Acceptable Behaviour

Fees and Fundraising

Admission Requirements

Is my child ready

Kindergarten Readiness

School Readiness

Starting First Year & Second Year

Delivery and Collection of Children

Notices

Seesaw

Times to talk to the educator

Bags

Snacks and Lunch

Healthy Eating

Clothing and uniform

Sun Protection

Parent Help, Laundry

Birthdays, Parent's Library, Toys from home

Pre-school Equipment.

Recycling.3

Money.3

Policies

Evacuation or Emergency Procedures.

Incident, Injury, Trauma & Illness.

Medical Conditions.

Asthma.

Anaphylaxis.

Medications.

Head Lice.

Infectious Diseases.

School Entry.



## *Our Philosophy*

The Moriac Pre-School has been a hub for the town and surrounding rural community since 1970. We strive to provide a fun, warm and welcoming atmosphere and pride ourselves on being a quality, family focused Pre-School. We aim to offer a nurturing environment where all children can begin their first steps toward independence.

We do this through a play based curriculum offering challenges and opportunities to learn in a flexible and supportive setting. Our caring and enthusiastic educators provide a safe and secure environment where the children are encouraged to explore, experiment, question, create and initiate ideas. Each child is respected and valued as an individual giving them a sense of belonging and self worth, which leads to the development of confident children ready for the challenges of tomorrow.

We endeavor to work with families by fostering open and honest communication. We embrace the sharing of knowledge and parent involvement. We believe this is the basis of a partnership that ensures a positive and happy Pre-School experience for all. We also believe a Pre-School should be flexible and willing to consider new concepts in a changing world. In accordance with this, we aim to promote an acceptance of people's differences by learning about cultures, lifestyles and beliefs.

At Moriac Pre-School we strive to be responsive to our community's needs by providing a service of value which families may fondly remember in years to come focusing on the children's strengths, building their resilience and developing 'life' skills so they can become competent lifelong learners.

## Moriac Preschool Statement of Commitment to Child Safety

Moriac Pre-School is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. Moriac Pre-School has a zero tolerance for child abuse. Moriac Pre-School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Moriac Pre-School has a responsibility to understand the important and specific role he/she/they plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In addition, "In its planning, decision-making and operations Moriac Pre-School will-

1. Take a preventative, proactive and participatory approach to child safety.
2. Value and empower children to participate in decisions which affect their lives.
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount.
5. Provide written guidance on appropriate conduct and behaviour towards children.
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development.
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect, or mistreatment promptly to the appropriate authorities.
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.

We are proud to have achieved the rating of 'Exceeding National Quality Standard' in our 2023 review which is a reflection of the passion, commitment and focus on the delivery of education we provide to the Moriac Pre-School.



# Contacts

**Moriac Pre-School Phone Number to be used during session times:  
5266 2160**

**Mobile Contact for SMS notification: 0408 111 861**

The mobile phone is taken on all excursions away from the centre and can be contacted during these times if there is an emergency.

**Moriac Pre-School Website: [www.moriacpreschool.vic.edu.au](http://www.moriacpreschool.vic.edu.au)**

Please regularly check our website for all the latest information

## TERM DATES 2024

**Term One: 31st January – 28<sup>th</sup> March**

**Students start on Tuesday 30th January**

**Term Two: 15th April – 28th June**

**Term Three: 15th July – 20th September**

**Term Four: 7th October – 20th December**

**Orientation dates**

**Wednesday 6<sup>th</sup> and 13<sup>th</sup> November**

## PUBLIC HOLIDAYS

New Year's Day 1st January

Australia Day 26 January

Labour Day 11 March

Good Friday 29 March

Easter Sunday 31 April

Easter Monday 1 April

Anzac Day 25 April

Kings Birthday 10 June

AFL GF Holiday TBA

Melbourne Cup 5 November

Christmas Day 25 December

Boxing Day 26 December

## SESSION TIMES 2024

### First Years

Galahs: Monday 8:30am – 12pm and Tuesday 8:30am-1:30pm

Wrens 2: Wednesday 8:30am-12.00pm and Thursday 8:30am-1:30pm

Lorikeets 3: Wednesday 8:30am-12.00pm and Friday 8:30am-1:30pm

### Second Years

Wattlebirds: Monday and Tuesday 8:30am-4pm

Cockatoos: Thursday and Friday 8:30am-4pm



# Committee of Management

Our Pre-School Centre has a Committee of Management, which is elected annually from, and by, users of the Centre (parents). The Committee is incorporated under the Associations Incorporation Act 1981.

The purpose of this community based committee is to operate the Pre-School and encourage parental input into the running of the centre.

## **Specifically the Committee will:**

- Interview and select new educators.
- Ensure the Centre operates in compliance with the Children's Service Regulations.
- Liaise with the Department of Education and training (DET).
- Raise funds for the purchase of consumables and equipment as is deemed appropriate.
- Manage the finances of the Pre-School as derived through fundraising fees, subsidies, grants.
- Assist with maintenance and upkeep of the playground.
- Take a personal interest in the security of the Pre-School at all times.
- Assist in the provision of Pre-School services to the local community within the bounds of
- the Committee's Statement of Purpose.
- 

The Annual General Meeting is held in November each year. It is at this AGM that the parent body elects the new Committee of Management members. All parents are encouraged to attend and will be made most welcome. The Committee meets on a monthly basis.

## **Structure of the Committee of Management 2024**

President

Playground & Maintenance Coordinators

Vice-President

Secretary

Treasurer

Fundraising & Social Events Coordinators

Complaints and Grievances committee

Policy Sub Committee

OH&S

General Committee Members

# Our Program

Our program is developed in accordance with the Early Years Learning and Development Framework and is guided by the 5 developmental outcomes.

## **Outcome 1: Children have a strong sense of identity**

**Identity:** Children develop trusting relationships with other children and educators. They develop independence and self-confidence. They are beginning to initiate and join in play with others, they show confidence in expressing their ideas, they are open to try new activities and persist at tasks that are difficult. They are developing skills in solving their own problems and are beginning to understand that other children have feelings and need to be looked after just as they do.

## **Outcome 2: Children are connected and contribute to their world**

**Community:** The child is becoming aware that they are part of a community and develop a sense of belonging to the group. They are learning to recognise similarities and differences between people. They listen to others ideas, show concern for others and begin to show respect for the environment.

## **Outcome 3: Children have a strong sense of wellbeing**

**Wellbeing:** Children are learning to make choices, accept challenges, cope with frustrations and are becoming more aware of their feelings and finding appropriate ways of expressing them. They learn to manage change and conflict when it arises. They are becoming more independent in caring for their belongings. Developing spatial awareness and gaining more control over their bodies. They start to show a hand preference and are beginning to manipulate materials such as pens, paint brushes and drawing and writing materials.

## **Outcome 4: Children are confident and involved learners**

**Learning:** The child is curious, enthusiastic and involved in their learning. Children show they are becoming more confident and involved learners as they spend more time on tasks ask questions and share their knowledge with others. They begin to persevere with difficult tasks and experience the satisfaction of achievement.

## **Outcome 5: Children are effective communicators**

**Communication:** Children interact verbally with others. They are beginning to ask and answer questions, express their thoughts and ideas to others. Express their needs and show interest in songs, rhymes and books. They also start to recognise letters, numbers and print in the environment.

“Play” will be the major means through which all these outcomes will be achieved.

Play has been recognised as being the most significant means through which young children learn because:-

- It is a natural and spontaneous activity of children;
- It is an enjoyable way for children to learn;
- It allows for children’s differences and encourages an individual approach;
- It encourages children to learn through trial and error, and experimentation.

The preschool year is an essential part of a child’s early development and learning. Here, through the experiences they participate in and interactions with educators and other children, your child will form basic attitudes, skills and knowledge on which they will build throughout their lives.

During the early years one of the most important goals is to support children to become enthusiastic learners, not just at Pre-School but in every aspect of their lives. We will encourage the children to be creative explorers who think their own thoughts and are not afraid to try out their ideas.

At Pre-School we cater for the individual needs and interest of each child, allowing them to learn at their own pace and in ways that are best for them. Your child may not come home every day with a painting, drawing or pasting, but they will have been very busy working at something else such as blocks, reading, puzzles or dramatic play.

The Program provides opportunities for children to learn through their interactions with others and the environment. There will be a variety of opportunities to participate in individual, large and small group experiences. The children will have times in the day that they chose where to participate and there will also be times where we all come together as a group to participate in music and movement, singing, stories and group discussions.



### Bush Snack Information

Bush Snack is our wonderful version of Bush Kinder. We head out the back of kinder to the bush/park area for our morning tea snack and to spend time in nature. This is held during Term 2 and 3 only. Bush snack is all about adventure, creativity, curiosity and adventures. During Bush snack, children's learning experiences could include anything from making mud pies, to investigating a cool new bug or climbing a tree.

Bush Snack places a big focus on child-led play. Children are encouraged to use their imagination and creativity as they choose how they want to play and what activities they want to engage with.



Sustainability and environmental awareness are important aspects of Moriac Preschool philosophy.

Bush Snack is a fantastic way of teaching children to love our world and protect it for future generations. Bush Snack allows children to develop a deeper connection and appreciation of their natural world, as they engage in the wonderful outdoor environment and have fun with their Educators and friends



## Clothing

|                                    | Warm Weather   | Cold Weather Rain   |
|------------------------------------|--|---|
| Recommended clothing and footwear  | Light, loose-fitting long sleeved tops and long Pants, broad brimmed hat, closed toe shoes | Water proofs, long pants, long sleeved top and jumper, beanie, rain jacket, winter jackets waterproof shoes i.e. gumboots, snow boots |
| Not Recommended                    | Short-sleeved tops, long skirts or dresses,  | Skirts, dresses, shorts, T-shirts   |
| Unacceptable clothing and footwear | Open toe shoes, sandals, thongs, crocs, singlet tops                                       | Open toe shoes, sandals, thongs, crocs, singlet tops  |

Change of Clothes: All children participating in Bush Snack are recommended to bring a change of clothes and footwear as these may become wet and muddy. It is recommended that the spare clothing include:

- Spare top and bottoms of appropriate thickness/weight for the weather on the day
- Spare underpants (and singlet in winter)
- 2 pairs of socks

# Compliments and Complaints

Moriac Pre-School Centre's procedures for receiving, investigating and resolving a complaint or grievance are contained in our Compliments and Complaints Policy. This policy is available to view on our website [www.moriacpreschool.vic.edu.au](http://www.moriacpreschool.vic.edu.au).

Three members of the Committee of Management sit on our Grievances Sub-Committee. The contact details of the sub-committee members are displayed on the noticeboard. Parents are encouraged to approach any of the sub-committee members with any compliments, concerns or grievances, which will be dealt with efficiently and immediately in the strictest of confidence. Our educators are also available to discuss any issues regarding your child/children and encourage open communication at all times.

Our Compliments and Complaints Policy clearly communicates that the Committee of Management and educators are committed to:

- providing an environment of mutual respect and open communication, where the expression of opinions is encouraged
- complying with all legislative and statutory requirements
- treating all complainants fairly and equitably
- dealing with disputes and complaints with fairness and equity
- promoting prompt, efficient and satisfactory resolution of complaints and grievances
- maintaining professionalism and integrity at all times
- maintaining confidentiality at all times
- 

and that, Parents/guardians are responsible for:

- raising a complaint directly with the person involved, in an attempt to resolve the matter without recourse to the complaints and grievances procedures
- communicating (preferably in writing) any concerns relating to the management or operation of the Moriac Pre-School Centre as soon as is practicable
- raising any unresolved issues or serious concerns directly with the Committee of Management, via the Director of the Centre or through the Grievances Subcommittee
- maintaining complete confidentiality at all times
- co-operating with requests to meet with the Grievances Subcommittee and/or provide relevant information
- when requested in relation to complaints and grievances.

If you have a complaint or grievances and would prefer not to contact the Committee of Management or Educators you may contact:

Children's Services Advisor  
Department of Education and Training (DET)  
Geelong Office - Barwon South Western Region area team  
75 High Street Belmont  
Geelong 3216  
Phone: 1300 333 232 or the Geelong Branch (03) 5215 5136

# Acceptable Behaviour

Moriac Pre-School Centre Inc. is committed to positive and open communication between families and educators and the Committee of Management.

Communication is essential to the smooth operation of the Pre-School and to a successful year at preschool for children.

Families are encouraged to communicate any concerns in a positive manner and early as possible to allow a prompt response to such concerns. All concerns must be **announced** in a calm and respectful way. The Pre-school Team value hearing any concerns as it helps to guide the Pre-school to make positive change.

Families may address their concerns to the teachers or our Grievances Sub-committee as they feel appropriate.

Moriac Pre-School Centre Inc. strives to provide a setting which is free from bullying and harassment and this extends to interactions between parents and educators. Ensuring all interactions with educators and families occur in respectful and appropriate manner, will provide a safe environment for everyone connected to Moriac Pre-School and continue to provide an environment that is free of bullying or harassment.

Moriac Pre-School Centre Inc does not tolerate racism in any way and actively teaches children to be mindful and aware of prejudice, and to make choices and decisions that are positive for all people.

Conduct which falls within the scope of unacceptable behaviour includes, but is not limited to:

- Verbal abuse or threats
- Any form of physical abuse
- Racial Remarks
- Remarks which could be seen as offensive or constitute sexual harassment
- Intimidatory behaviour
- Treatment that involves frightening, threatening or demeaning techniques
- Fraud and theft
- Attendance at the Pre-School while under the influence of alcohol or non-prescription drugs.

All educators and committee members are encouraged to comply with the resolution procedures for perceived unacceptable behaviour and will report instances of unacceptable behaviour to the Committee of Management. Copies of all related policies are available at the Pre-School if you would like more detailed information.





## Fees and Fundraising

The Department of Education and Training provides per capita funding as a contribution towards the cost of the Pre-School program. In 2024 both years of kindergarten will remain free for families to attend.

There is a \$75 Waitlist fee, at the time families register their children to attend. This is a non-refundable fee as it is separate to the cost of delivery service of the Kindergarten, however for some children this fee may be waived. For example, eligible Health Care Card holders are not required to make this payment. Families are encouraged to speak to the Director of the Moriac Pre-School if payment of the Waitlist Fee is a potential barrier for access or if more information is required.

Moriac-Pre School may ask for once of payments to help with the cost of excursions if a bus is required.

In addition to the funding provided by the Department of Education and Training, the Committee of Management will also organise fundraising events throughout the year. This not only provides social opportunities for families to connect however also raises money which directly supports the Moriac Pre-School. Participation in fundraising is voluntary and families are encouraged to participate where possible.

Please see our Free Kindergarten Policy on the Moriac Preschool Website for more information

# Admission Requirements

## First Year

1. The criteria for starting the first year is that the child must turn 3 years of age before 30th April the year they attend. Any child that would turn 3 between January and April in their first year must meet with the teacher and/or director of Moriac Preschool in July of the year prior they start to assess their first year readiness.
2. Children who are not yet 3 years old cannot access the kindergarten. For example, if the child turns three on February 21st, they cannot attend until that date.
3. Please be mindful that children who turn 3 in their first year will also be younger starting school. Their school age would be 4 turning 5 compared most children who will be 5 turning 6.

## Second Year

1. The criteria for starting the second year is that the child must be 4 years of age by April 30th the year they attend.
2. Please be mindful that children who turn 4 in their second year will also be younger starting school. Their school age would be 4 turning 5 compared most children who will be 5 turning 6.
3. If your child turns 6 during their Second Year, an exemption needs to be sought from the Director of Schools Education to let them know your child is attending a place of education, in this case, an additional Year of Kinder due to developmental delay.

Although children may seem intellectually mature enough to cope with pre-school/school, some may need extra time to 'grow' and develop in the areas of social, emotional, physical and self-help skills.

Please feel free to discuss any concerns you may have with your child's teacher. If the teacher approaches you with any concerns they may have about your child's progress or readiness for pre-school or school, please do not be alarmed as they only have your child's best interests at heart.

# Is my child ready?

IS MY CHILD READY? Sometimes it can be difficult to decide whether your child is ready for the next step in their education; whether that be entering First year (3-4 year old) or Second Year (4-5 year old) kindergarten or starting school.

Below is some important information to help you make an informed choice.

**If you have concerns or would like to discuss this information with Sarah, please give us a call on 5266 2160**

# Kindergarten Readiness

## Deciding when your child should start kindergarten

What an exciting time in your child's life. When making a decision about the year your child should start kindergarten, it is important to look at your child's skills and abilities.

The department of education and Training (DET) states:

It is important for children to start school when they are ready to learn in a more formal environment. It is also important for you consider when it is best for your child to start school as this will help you determine the best time for them to begin kindergarten.

In line with Victorian Government Policy, children are not able to repeat their first year of funded kindergarten. This means that they will move first year to second year then onto school. **If you wish your child to be 5 turning 6 in Prep they need to be 3 turning 4 in their first year.**

When applying for Kindergarten, parents need to carefully consider the age of their child and whether they will be ready for the demands of Kindergarten. Sarah is available to discuss these matters.

Things to look for when considering whether your child is ready for kindergarten or if you should defer kindergarten entry include:

- separation issues – how does your child separate from you?
- does your child ask for help when required?
- is your child easily understood most of the time?
- how is fine and gross motor development?
- is toilet training established?
- does your child still need a daytime sleep? tire easily?
- is your child willing to try to understand reasons for sharing and turn taking?
- how does your child respond to simple instructions?
- is your child comfortable in a group setting?
- is your child easily upset/distressed?
- can your child wash hands independently and find their own belongings?
- can your child move from one activity to another without constant adult supervision?

## Ensuring your child is ready to start Kinder can assist them to:

- become more confident where they may be more comfortable to take on the role of a leader rather than a follower.
- allows children to have time to make their own decisions
- takes the stress and anxiety off the child to try to be like peers when they need to develop at their own rate.

# School Readiness

## How to assess your child's readiness for school

Government policy has changed in regard to children's journey toward school readiness. As teachers we have been told that children will not be able to access a second year of funded four-year-old kindergarten unless we can prove developmental delays across two areas of development. Proof needs to consist of systematic documented observation and assessment.

**Our role as teachers is to look at the following factors in assessing readiness:**

### **Child has a strong sense of identity (emotional development)**

- copes with change and manages transition time
- is able to separate easily from parents
- listens to and learns from others
- takes only his/her fair share of attention and time
- has reasonable control over emotions, can self-regulate and self soothe when stressed
- is willing to persist and try again when disappointed
- relates well to people
- is confident
- is persistent and finishes tasks
- has confidence in own abilities & will explore new and different activities/experiences

### **Child is connected with & contributes to their world (social development)**

- functions in a group with other children
- is happy in the group
- goes to the toilet independently
- can stand up for himself/herself in the playground
- plays with a variety of children
- initiates, joins and sustains play
- contributes to the group in ideas and actions
- listens to the teacher and others
- makes own needs known
- takes turns and shares
- takes responsibility for own possessions
- play is well organised, planned and follows a story
- engages in shared play experiences

### **Child has a strong sense of wellbeing (physical development)**

- has a normal amount of energy
- general good health
- vision seems normal
- hearing seems normal

- has muscle coordination necessary to control the body well
- has fine motor coordination necessary to hold pens, brushes
- able to draw a recognisable person

• can cut reasonably well with scissors

has good balance

- physically strong enough for a whole day at school

#### **Child is a confident & involved learner (intellectual development)**

- can work independently at an assigned task
- able to complete tasks
- has normal curiosity about things and places
- expresses interest in signs and labels etc
- able to maintain attention in groups for the same amount of time as others
- can see relationships between objects
- uses reasoning powers
- can sort and match objects according to simple attributes
- can distinguish between fact and fantasy

#### **Child is an effective communicator (language development)**

- has a fairly wide speaking vocabulary
- can repeat form memory as rhyme or song
- can tell a personal experience in logical sequence
- can re-tell a short story read to him/her
- understands concepts such as big, small, behind, in front
- can communicate needs
- has relatively clear speech
- speaks in sentences of more than five words

**“the key areas of maturity and development are the social and emotional areas of development.**

**Contrary to what most people believe, reading, writing and knowing colours and numbers are not readiness indicators. Whilst some schools may suggest this is necessary, that is reflective only of a particular schools’ position and not reflective of a child’s readiness for school”**

**Kathy Walker- educational consultant**

Your role is to decide when you want your child to attend primary school and ensure that they access their two years of funded kindergarten prior to school. The aim is that once children begin their 2nd year (4-5 year old) it is anticipated that they will attend school the next year. Being developmentally young will not be considered as a reason for another year of funding. A child should not start their 2nd Year (4-5 year old) young with the thought that they can just do another year.

If you are deciding which year to start your child in a 1st Year (3-4 year old) or 2nd Year (4-5 year old) and this information has set off any alarm bells for you, please talk to your kindergarten teacher Sarah Henderson. We have many years of experience and training in assessing these factors. Please draw upon our knowledge.



# Starting First and Second Year

This can often be a nervous time for some children as they find the new situation and routine strange and hard to accept. Please do not feel your child is being difficult or unusual if this is so. With patience and understanding this situation can usually be solved fairly easily and quickly given time.

Please don't be tempted to slip away whilst your child is busy without saying goodbye. This can only lead to feelings of insecurity. It is a good idea to tell them initially where you are going and what you will be doing, this will give them some idea of where you will be and when you will return. After your child has settled in say 'goodbye', but don't linger. It is better to come back earlier and spend time with your child at the end of the session, rather than stay at the beginning of the session.

The beginning of the year is often very tiring for children and can be very hot. Please don't feel your child has to stay for the whole session if you sense they are tiring. It is more beneficial for them to start gradually and cope well, than to stay for the whole session and struggle.

# Delivery & Collection of Children

Each time you bring your child you must sign the attendance book provided at the entrance area. You must also sign your child out when you take them home. If your child is to go home with a person who has not been recorded on your confidential enrolment form you must complete an extra 'Additional Authority' Form and let the educators know. If you are delayed and unable to pick your child up on time please telephone the teacher so they may reassure your child.

**Please remember your child is in your care until signed into the care of educators at the beginning of the session and likewise at the end of the session.**

**Out of courtesy and respect for the educators, please do not drop children off early** (emergency situations are an exception). If you know of an occasion when this may need to happen it is important to discuss it with your educator. Parents and children are asked to wait outside until educators have opened the entrance door. This allows them the time they need to ensure everything is ready for the day's program.

The catch on the gate is at adult height for the safety of the children. Please make sure that the gate is closed at all times. Please be sure that you do not let other children out as you go through the gate. Encourage your child to hold your hand when walking to the car and follow the yellow duckfeet to get to your car. Remember the car park is a very busy place and little children are very quick to move and hard to see.

## Notices

Notices, pamphlets, etc. will be displayed on the notice board near the children's lockers and the whiteboard at the entrance to the Pre-School.

Notices, receipts, invoices etc. are placed in individual pockets and it is the parents responsibility to collect them. It is important that you read all notices so you are aware of what is happening within the Pre-School. If you provide your email address at enrolment then the monthly newsletter will be emailed to you.



## Seesaw

During the child's time here, their learning and development will be shared with the families through the SeeSaw platform. This is an online platform that is a direct link between the families and the kindergarten. This is a private platform that is only for each family and not shared in the world of social media. A link to SeeSaw will be sent out to all families at the beginning of the kindergarten year.

The kindergarten teachers will share moments of learning in the form of writings, photos, videos and direct conversations with families. The platform is used to communicate many types of information such as the kindergarten program, children being away unwell, the learning happening at kinder to amazing families experiences like holidays, new pets etc. We ask that the families share their home lives with us through SeeSaw as a way of helping our program for the children interested and community experiences.

## Times to talk to the educator

The educator is always available to talk with you after the session however it can be a little chaotic before the session with preparation and then settling the children.

Urgent messages regarding the child such as another person will be collecting your child, family upsets, health matters, etc., can be told to educators at the start of each session. More general discussions regarding the child's interest, progress, etc., are better to be held at the end of a session. Alternatively, arrange a suitable time with your child's educator to discuss any concerns you may be having. Thank you for your co-operation in this matter as it helps with the smooth running of the sessions.

## Bags

Each child will require a bag which they can bring to preschool. These need to be large enough to carry a hat, spare clothing, artwork, a drink bottle and the very important lunch box! Each child will be allocated a locker at the beginning of the year where they can put their bag whilst at Pre-School. **Please make sure everything is named** and the bag is big enough for children to zip up and manage themselves.

## Lunch/Snacks

First Years (3-4 year olds) - Will need to bring a morning tea and a lunch.

Second Years (4-5 year olds) - Will need to bring morning tea, lunch and afternoon tea.

# Healthy Eating

As we are a centre that promotes healthy eating, children are asked to bring a **healthy snack/lunch** such as sandwiches, a piece of fruit, cheese, dried biscuits, carrot, celery, yoghurt or dried fruit to each session in a named container.

**We ask that children do not bring lollies, chocolates or chips.** All food not eaten will be sent home in their containers. This will help you monitor what your child is eating. We encourage parents to include an ice-pack with their child's lunch as required.

**The children can use the fridge to keep their lunches cool during hot weather.**

**Please ensure you inform educators if your child has a food allergy or any specific nutritional requirements. This is very important!** The educators will discourage children from sharing food brought from home whether or not children with food allergies or other medical conditions are attending a session. **We ask that parents remind children that they are not to share food at Pre-School but to eat only what they bring from home or are given by the educators. We endeavour to be a Nut Free Environment.** Please do not send anything that has peanuts or any other form of nuts in it such as **Peanut Butter, Nutella or loose nuts.**

A named drink bottle of water and child friendly openable lunch box should be provided at all times and kept in your child's bag.



## Lunchbox Ideas!

### Snack Ideas

|               |          |            |
|---------------|----------|------------|
| Fresh Fruit   | Yoghurt  | Peas       |
| Cheese        | Sandwich | Papaya     |
| Rice Crackers | Soda     | Vegetables |

### Drinks

Water is the best drink to bring to kinder. A named drink bottle should be provided at all times and kept in your child's locker.

The children are encouraged to drink regularly during the session.

We endeavour to be a Nut Free Environment. Please do not send anything that has peanuts or any other form of nuts in it such as Peanut Butter, Nutella or loose nuts.



# Clothing & Uniform

We will do our best to protect the children's clothes. They wear smocks when they paint or are involved in other messy activities, but it is not possible for children to stay clean at all times! It is best for children to wear clothes that are comfortable and easy to wash. Please label children's clothes, particularly hats, jumpers and shoes!

In winter children may like to wear gumboots and bring a pair of slippers to wear indoors. Please make sure these are named as well.

We have a variety of spare clothes at the preschool, so if your child comes home in any of these clothes, please wash and return them to the preschool as soon as possible. It is a good idea to keep a spare set of clothes in your child's preschool bag as this is a much easier solution.

**Please note thongs, long dresses, and clogs/crocks are not encouraged at the preschool** as they are particularly dangerous when running and climbing outdoors.

## UNIFORM

The uniform at Moriac Pre-School is not compulsory. The Moriac Pre-School Centre uniform consists of:

- Short sleeve polo shirt (Red or Navy)
- Crew neck windcheater (Red or Navy)
- Polar fleece vest (Navy)
- Bucket hat (Red or Navy)

These can be ordered at [store.beleza.com.au](http://store.beleza.com.au)

Please note the Preschool will provide a Kindergarten hat for children commencing their first year at the center.





# Sun Protection

Moriac Pre-School is a Sun Smart facility participating in the Sun Smart scheme. As outdoor play is an important part of our program, the children need sun protection.

From Mid August to April 30th, all children MUST wear a broad brimmed hat when playing outside (base ball caps are not suitable). If they do not have a hat they will be asked to stay in the shade for the duration of our time outdoors. Educators and parents on duty are also required to wear a hat outside so as to set a good example for the children.

• Parents MUST sunscreen their children before they come to preschool. Sunscreen is available at the sign in book if you need it. The first day of term 1 parents are to bring a named roll on sunscreen for their child to keep at kinder to reapply every 2 hrs as per sun smart recommendations.

From May to August children need to wear hats and sunscreen on days where the UV index is 3+ (as notified via the Victorian Cancer Council's free SunSmart app). A Moriac Preschool Hat is provided for each child enrolled at Moriac Preschool. We ask parents to ensure that named hats are always in children's bags for use on these days.

Bathers are not suitable wear for preschool. Please also include a drink bottle in your child's bag filled with water so they can help themselves to a drink throughout the session.

Please refer to our Sun Protection Policy for more information.



# Parent Help

Any assistance that parents can give to the Pre-School is appreciated and here are some ways in which assistance is needed:

## *Helping at Pre-School*

- volunteering when we go on excursions or if we have a guest at the Pre-School.
- There are always jobs to be done, such as gardening and mending broken equipment. Please let us know if you can assist.
- Some parents may like to come and share a skill or craft with the children, such as a musical instrument or cooking.
- On occasions we organise Working Bees to tackle a number of jobs at once.
- We have a Fundraising team who organises a number of fundraising activities throughout the year. They are always looking for help, so please offer assistance if you can.
- Join the Committee of Management and participate in the running of our Pre-School Centre.

## *Laundry*

Parents are asked to participate in the laundering rosters. Each family will be rostered on about once a year, with the onus being on the parent to negotiate a change if this is not suitable. We are aware that many families are on tank water and this may be difficult, so we will always check with you first.

## *Stay and Play' during your child's session*

A 'Stay and Play' roster will be on display each term. This is a wonderful opportunity for you to participate in the program and it is a time that parents and children eagerly look forward to. Parents are usually rostered on for at least one session per term, but this can vary according to the number of families available and the number of sessions per term.

## *Birthdays*

We happily celebrate children's birthdays by singing "Happy Birthday" to them and giving them an opportunity to blow out the candles on our special 'cup cakes'. They also choose a sticker from the 'Birthday Box'. No food is to be brought along on these days to share with the other children.

**Birthday Invitations:** If giving out invitations at Pre-School, please make sure they are given to parents. This avoids children getting upset or hurt if they do not receive one. We thank you for your understanding and co-operation with this request.

## *Family Library*

Parents and families are also welcome to borrow from the range of books in our library. We strongly encourage reading at home and welcome any ideas for books to add to our library. Families will be asked to cover the cost of library books if they are lost or damaged.

The kindergarten will supply a library bag for all children.

## *Children's Toys*

Many children like to bring toys from home to show their friends. Things can get broken or lost, so please make sure very special things do not make their way to preschool. We also ask that toy weapons NOT be brought. We welcome the children bringing in special items of interest but please note, all items will remain the responsibility of your child at all times. Educators are unable to 'look after' or 'protect' items.

## *Pre-School Equipment*

Occasionally children will take equipment home that belongs to the Pre-School unbeknownst to the educators. It is important that parents return anything they find in their child's bag they know does not belong to them. Although children don't mean to take things, sometimes the temptation is too great. They only see it as borrowing something for a little while! We will always thank your child for returning a 'lost' item.

## *Recycling*

The Pre-School often manages to find a use for items normally cast out in the rubbish. Please keep an eye out in the newsletter or on the notice board for the items we are collecting. For health and safety reason we do not accept cigarette boxes, medication boxes or toilet rolls.

## *Money*

Any fundraising money that is brought to the Pre-School must be sealed in an envelope clearly stating what it is for and the amount of money that is enclosed. It is important to put your child's name on the envelope and hand it to educators.

## *Policies*

Moriac Pre-School has a number of policies relating to many different issues which are regularly reviewed. These are always available for you to read on our website and can be printed out for you at no cost at the preschool if you require a hard copy.



## *Evacuation or Emergency Procedures*

An emergency can arise from any number of causes. No two emergencies will present the same problems and, therefore, will require different corrective action and for this reason the people involved are expected to exercise a degree of initiative in performing safety tasks. Emergency Evacuation procedures are practiced with the children throughout the year. These procedures are regularly under review. Emergency Procedure Plans are placed around the room for you to view. Our full Emergency Management Plan is available to view as attachment 1 of our Emergency and Evacuation Policy.

## *Incident, Injury, Trauma & Illness*

All our educators are trained in Level 2 First Aid, CPR, Anaphylaxis, and Emergency Asthma Management. A list of first aid and other health products used by the Pre-School is available for your information. First aid kits can be inspected on request.

We ask that parents inform the Pre-School if there have been any recent accidents or incidents that may impact on the child's care e.g. any bruising or head injuries, and to phone when their child is unable to attend due to illness. Please do not give your child paracetamol before bringing them to the Pre-School as that may mask symptoms of a more serious illness developing and produce a rapid rise in body temperature when the effect of the paracetamol subsides.

If your child is ill during his/her session you will be contacted to collect your child. If parents cannot be contacted, the person listed as an Emergency Contact on the enrolment form will be asked to collect the child.

If your child is involved in an accident or medical emergency, the person in charge will immediately contact you and any emergency service deemed necessary. If parents cannot be contacted during an emergency the person listed as an Emergency Contact on the enrolment form will be notified.

In all instances, details will be recorded in the Incident, Injury, Trauma & Illness Book which parents are required to read and sign if their child becomes ill or is involved in a medical emergency or an incident at the service that results in injury or trauma.

Please refer to our Incident, Injury, Trauma & Illness Policy for more information.

# Medical Conditions

Please inform us as soon as possible of your child's medical conditions, if any. This ensures we can deliver a program of activities and experiences that allows all children, including those with diagnosed medical conditions, to participate safely and to their full potential. In such cases a medical management plan and a risk minimisation plan will be developed in consultation with parents, educators and the child's doctor(s). A communication plan to promote effective ongoing communication between parents and educators regarding the status of their child's health and specific requirements in relation to the management of the medical condition, is also encouraged. Please refer to our Dealing with Medical Conditions Policy and other related policies (e.g. Administration of Medication, Asthma Management, Anaphylaxis Management, Diabetes etc) for further information.

## Asthma

Parents must complete an Asthma Action Plan and a Risk Assessment plan for their child should they be an asthma sufferer. The Asthma Action Plan must be signed by the child's doctor and provided prior to starting Preschool. (Your child may have had one asthmatic event in their life. This will mean that another event is possible at any time, therefore, it is important to complete the Asthma Action Plan).

The risk minimisation plan will be developed in consultation with parents, educators and the child's doctor(s).

Please discuss with educators your child's management plan so they may help them should an asthma attack occur.

## Anaphylaxis

If your child has a severe allergy and has been prescribed an Epipen/Anapen they must have the pen at Pre-School at all times. If they do not have an Epipen/Anapen with them they will not be allowed to stay for the session. Parents must also complete an Anaphylaxis Medical Management Action Plan.

# *Medications*

A Medication Booklet is kept at the Pre-School for recording all details about the administration of all medication to children at the centre.

If your child requires medication during a session you need to note all the details in the Medication book. Parents must provide a current medical management plan when their child requires ongoing medication or medication to be administered in emergencies. Parents may authorise the administration of the medication for a defined period (up to six months). Parents must personally hand the medication to an educator and inform them of the appropriate storage and administration instructions for the medication provided. Educators will keep the medications in a child-proof container and in a location inaccessible to children. Parents must ensure that no medication or over-the-counter products are left in their child's bag or locker and must take home all medication at the end of each session.

Non-prescribed medication (with the exception of sunscreen) will only be administered for a maximum of forty-eight hours, after which a medication plan from a doctor for continued use will be required.

No medications, including Paracetamol are supplied by the Moriac Pre-School. Paracetamol is not appropriate first-aid or emergency treatment and will be treated like any other medication, requiring prior written and signed consent. Educators will not administer paracetamol for mild fever (under 38.5°C), gastroenteritis or as a sedative.

Please refer to our Administration of Medication Policy for more information.

# *Head Lice*

Head lice have been around for many thousands of years, they can only survive on humans and anyone can get them. If isolated from the head they die very quickly (usually within 24 hours). People get head lice from direct hair to hair contact with another person who has head lice. Head lice do not have wings or jumping legs so they cannot fly or jump from head to head, they can only crawl.

While head lice do not spread disease, they are included in the Department of Health's exclusion table which defines the minimum period of exclusion from a children's service for children with infectious diseases. According to this table, where a child has head lice, that child must be excluded until the day after appropriate treatment has commenced.

Parents are asked to sign the Consent Form to Conduct Head-Lice Inspections before their child attends the Pre-School. Where live head lice are found, we will notify the parents/guardians when the child is collected from the service and will provide them with relevant information about the treatment of head lice. Other families will be provided with a notice to inform that head lice has been detected in the group and to encourage them to be vigilant and carry out regular inspections of their own child. The privacy and confidentiality of all families will be maintained at all times.

Parents are asked to regularly check their child's hair for head lice or lice eggs, to treat any infestations as necessary, and to notify us if head lice or lice eggs have been found in their child's hair and when treatment was commenced.

For further information please refer to our Dealing with Infectious Diseases Policy.

# *Infectious Diseases*

Children often become ill with infectious diseases, e.g. chicken pox, school sores, measles etc. It is important to notify the educators if this happens, or if your child has been in contact with someone else who has become ill with an infectious disease. In accordance with current Health Regulations you may find that your child will be excluded from the Pre-School for a short period of time. Children who are not fully immunised may also be required to stay at home when an infectious disease is diagnosed at the Pre-School.

If your child is unwell please do not send them to Pre-School. It is unfair to them, the other children and educators. We do understand that children get colds and may have a runny nose and cough every now and then. If they have a continuous runny nose, persistent cough, fever or require panadol then they are not well enough for Pre-School.

If your child has gastro/vomiting/diarrhoea they cannot return for 48 hours after symptoms have ceased. Thank you for assisting us in providing a happy healthy Preschool for children and educators.

For more information please refer to our Dealing with Infectious Diseases Policy and 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>

# *School Entry*

Upon completion of full immunisation program, the Surf Coast Shire will issue your child with a school immunisation certificate.

Enrolments at school are generally taken anytime the year preceding entry. Most schools like to have enrollment numbers by July - August as this helps them to plan staffing which is influenced by the number of children attending the school.

It is the parent's responsibility to enroll their child/children at their chosen primary school. This should be done before transition programs have been put into place. These usually occur between October and December the year prior to starting school.

We are all looking forward to  
2024, we wish you all a  
wonderful year at Moriac  
Pre-School













