



BRUNSWICK KINDERGARTEN INFORMATION BOOKLET 2021



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WELCOME

Welcome to Brunswick Kindergarten, one of the few remaining community-based kindergartens in Melbourne. We look forward to an exciting, rewarding and challenging year with you, your child and family.

We encourage you to play an active role in your child's education and their kindergarten year. We encourage you to drop in at any time to provide information regarding your child's interests and things that they are curious to learn more about. We also encourage you to talk with us about any concerns you may have with regards to your child's development and progress.

We hope that your year at Brunswick Kindergarten is memorable, enjoyable and that you and your family will treasure it always.

HISTORY OF BRUNSWICK KINDERGARTEN:

Brunswick Kindergarten was first opened on the 1st of June 1924. There were only eighteen children enrolled. The kindergarten was totally run and set up by the parents and friends of Brunswick, for the children of Brunswick.

During the depression days of the 1930s, many children were undernourished and suffered from diseases such as scarlet fever, diphtheria and poliomyelitis. The kindergarten community fed local children, helped to supply their clothing, and band together to help everyone.

In 1943 the kindergarten joined with the Brunswick Crèche and the Albert Street State School to form the "Brunswick Children's Centre for Child Care in Wartime". This service provided a full day program where children had a two course meal and this helped more than sixty mothers who worked in industries while their husbands were at war. During these times the mothers cooked, sewed and generally fixed things. The fathers came in and made the furniture, chopped wood, painted and maintained the gardens. Many sporting clubs of the Brunswick community donated to the kindergarten. The community as a whole saw the kindergarten as vitally important for children's education and well-being, so assisted where possible.

Today Brunswick Kindergarten is still solely owned and run by YOU, the parents of Brunswick.

Your help and dedication throughout the year continues to keep the spirit and purpose of the Kindergarten alive for everyone.

VISION STATEMENT

Brunswick Kindergarten is committed to providing a stimulating learning program for three to five year olds, in a diverse environment which reflects the individual interests, voice, and uniqueness of each child.

PHILOSOPHY

We would like to acknowledge the traditional owners of this land, the Wurundjeri people, on whose land we build our community today.

At Brunswick Kindergarten we recognise the importance of a child's early years, and provide an environment that is relaxed, warm and nurturing. We ensure each child, family and educator feels a sense of **belonging**.

Early years are a time for a child to take pleasure in the here and now, to spend time playing and experiencing life's wonders. Children experience a sense of **being** by taking time to explore the present moment.

Through the many experiences and changes that occur in the early years, children are growing and developing their own identity, **becoming** someone who actively participates in our society.

Our program

We believe that play is a child's work.

We acknowledge the importance of play in the early years of childhood. Learning occurs during developmentally appropriate, child-centred activities. Children learn best when lessons are engaging, interactive and respectful of individual levels of ability and skill.

We believe that each child is a unique individual and that all children can learn at their own pace.



Our kindergarten programs provide inclusive settings that recognize children's varied abilities, interests, needs, and learning styles. Our program reflects the integration of physical, cognitive, social, emotional, language, self- help and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

At Brunswick Kindergarten we aim to provide an atmosphere that is welcoming, challenging and engaging for all children. Through observation, discussion, documentation and working in partnership with children, families and our fellow teachers and educators, we offer a holistic approach to our programs that are dynamic, inclusive, child centred, flexible and high in quality.

We believe in respect and care for others, our world and ourselves.

Our programming and practices are informed by what we learn from the wider community. We challenge ourselves, our perspectives and our methods by being continual learners ourselves, and utilising our understandings to benefit the children, families and educators we work with.

We recognise the significance of the environment and natural world in our learning and livelihood and advocate for its protection and appreciation. We believe children should be supported in building connections and understanding their own self-worth in order to establish the foundations for a happy, productive life and strong sense of identity.

As part of our program, we acknowledge and value our indigenous heritage and that of the wider community, locally, nationally and internationally.

We are guided by the National and Victorian Early Years Learning Frameworks

The Early Year Learning Framework (EYLF) bring together principles, practices and outcomes for all children aged birth to 5, and in their transition to school, the United Nations Convention on the Rights of the Child, and the Early Childhood Australia Code of Ethics . Bringing these practices and beliefs together, we create meaningful and rich learning experiences, and high expectations for all children at Brunswick Kindergarten.

Our children

We see children as unique, insightful and knowledgeable.

We value them as competent and capable, actively contributing to their own knowledge, development and learning; both in themselves, and the world around them. We recognise that each child has their own individual interests, ideas and perspectives and that they should be empowered to grow, and express themselves in many ways, understanding that it is acceptable to make mistakes. We see children as critically thinking citizens; active, creative and having rights.

At Brunswick Kindergarten, children are encouraged to explore, investigate, experiment, question, imagine and play, as we believe this is how they learn, grow and have fun. We aim to foster a sense of self-worth and resilience.



‘My best part of kinder is climbing the tree’ Mimi (four year old group)

“At Kinder we love to dance and dress up with our friends” Rhea & Eve (four year old group)

This is me, and at kinder I’m happy” Ava (four year old group)

Our Families

We recognise that parents are a child's first teachers.

Children learn best when parents are involved in their educational program. Partnerships with families provide us with invaluable information relating to cultural backgrounds and heritage. As educators we strive to build relationships with families based on co-operation and a mutual respect for the reciprocal roles that each play in the lives of the child.

Partnerships with families are developed through daily discussion, emails, newsletters and meetings. Brunswick Kindergarten's open-door policy aims to facilitate an open flow of communication while maintaining confidentiality and respect of the privacy and wishes of each family.

"As a parent I am happy that the kindergarten provides a safe and open environment for all kids to explore and be themselves." **Quinn (parent four year old group)**

"The Kinder offers so many wonderful and varied play opportunities for the kids. In particular, the outdoor play opportunities which are offered by our kinder seem quite unique - the opportunities the kids have to take risks is fabulous, i.e. climbing trees, building fires (!) getting muddy, wet etc. Community is key. The community that is built within each classroom, within the broader Kinder and then within the local Brunswick community." **Sarah & Lachie (parents, four year old group)**

Our Educators

We value the unique differences each educator brings to the program.

Our role as educators is to assist children to achieve their full potential by extending and facilitating their needs and interests. We recognise and respect children and families' beliefs and values and have an awareness of children's differences and diversities. We provide a learning environment that is safe and stimulating, encouraging self-esteem in children, self-help skills, resilience. We provide an environment that supports a play-based program and risk taking.

Our educators aim to establish the foundations for children's positive lifelong learning. We are committed to providing high expectations for all children's learning and developmental capabilities. All children learn and develop in their own unique way. We are dedicated to continual improvement through reflection of our own practices and procedures.

Our learning environment

We aspire to provide a rich learning environment.

Our program encompasses experiences and opportunities for learning around language, literature, mathematics, science, visual arts, music and movement, social skills, independence and wellbeing.

We engage children in an environment that reflects the cultural diversity of Australia, by providing opportunities that facilitate choice, independence, inquiry, self-esteem, communication and peer interaction in a nurturing, non-bias and supportive environment.

The materials and resources found in our rooms are derived from the natural world and the environment is looked upon as the third teacher. We encourage environmental awareness through sustainable practices within the centre and throughout the development and implementation of the program.



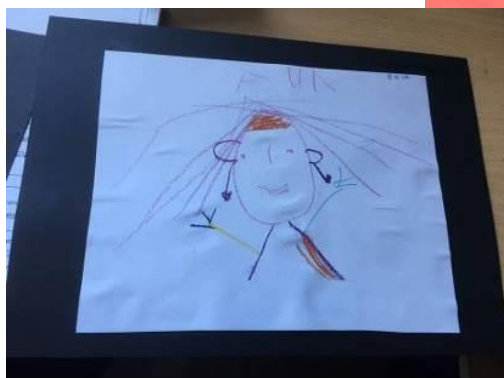
Our values

The values underpinned in the EYLF are embedded within our practice.

At Brunswick Kindergarten you will see evidence of this in every aspect of our working with the children.

In this way, the values of Brunswick Kindergarten, when planning for children's learning, correspond greatly with an emergent curriculum approach; and which emphasises the importance of:

- Active participation
- Collaboration
- Relationship building
- Inquiry
- Flexible and adaptable methods
- Responding to the needs and interests of children, and,
- Play based learning



BUSH KINDER:

Our Bush Kinder Program was introduced mid-way through 2017 and has proved to be a great success!

Our Bush Kinder program provides opportunities for children to safely explore rich, diverse natural play environments while developing self-confidence, teamwork and social skills and an understanding of their environment. It will allow children, through play, to experience challenges and develop self-awareness in managing risk according to ability and confidence. The teaching team support the children in taking on investigations through a variety of activities prompted by the discoveries unearthed at our Bush Kinder site.



Our Bush Kinder program is run from a site in Royal Park, near the corner of Gatehouse Street and Royal Parade. The group has access to a sheltering gazebo and toilet facilities with a pond, ample grassland and bush scrub to explore for the duration of the session.

The Bush Kinder is attended by each of the 4-year-old groups once a month, one group per day. Children are dropped at kinder as per usual procedure in the mornings, and the group then makes their way to the bush kinder site via walking and public transport, returning to the kinder well before expected collection times.

Families are encouraged to clothe children in appropriate outdoor wear for the conditions expected on Bush Kinder days, and we take along the children's packed lunches and medical supplies for the session. A separate Family Information Booklet is available prior to the commencement of the year's Bush Kinder Program.

OUR PROGRAM FOR THREE YEAR OLDS:

Teacher-led programs

There has been much discussion in the Early Education industry of late regarding the introduction of formalised government funding for three-year-old kindergarten programs, and with it the requirement to staff those programs with degree-qualified kindergarten teachers.

We are fortunate at Brunswick Kinder to have a team of teachers and educators that continually strive to enhance their own education, for the benefit of the kinder program and the education of the children in their groups. To that end, the Committee of Management elected in 2018 to implement this higher level of teaching to our three-year-old program.

The teaching teams in each of Yellow and Orange groups include a degree-qualified teacher, in addition to a supporting Educator.

2021 3-year-old-program changes

With the upheaval of the events of 2020, and the changes that government funding will bring to our 3-year-old program in 2022, 2021 presented itself as a year to test a few alternate offers as part of our 3-year-old program. To that end, we have revised the Orange group, changing it into a two-day, 10-hour a week program for 3-year-olds, running across Mondays and Tuesdays. This group will comprise four educators in total, with Frances and Katerina teaching on Mondays, and Cathy and Zareen leading the kinder session on Tuesdays. Families have the option to enrol their child in both days or just the Monday or Tuesday each week.

We also have plans to run additional 3-year-old groups on a Wednesday in 2021- the Green group to run from 8:30am-4:00pm and the Yellow group to run from 8:30am-1:30pm. These groups will be waitlisted until we receive enough enrolments to run the group, which we hope to confirm further towards the end of 2020 or early in 2021.

If you have any questions regarding the 3-Year-Old Program, please feel free to contact our Educational Leader, Frances Salatino.

COMMITTEE OF MANAGEMENT:

A committee of parents elected at the Annual General Meeting in November each year run and operate the kindergarten. ***We encourage you to consider volunteering to be on the committee and have a greater input in the education of your child and engagement with your local community.***

The Committee consists of up to 15 parent members, and includes the following Executive positions, that are elected at the Annual General Meeting the preceding November. The Executive positions are:

- President
- Vice President (Staff Liaison)
- Vice President (Enrolments)
- Treasurer
- Secretary

Other Committee roles include Fete Coordinator, Social Sub Committee, Maintenance Committee, IT Support, Policy Officer and Grant submissions.

Committee Meetings are held on the second Tuesday of each month at the kinder.

Annual General Meeting (AGM):

The AGM is held once a year, normally in mid-November, and replaces the Committee meeting for that month. All families enrolled for the following year are required to attend to finalise enrolment details and pay Term 1 fees.

The AGM contains an information session for new and current families of the kindergarten, as well as reviewing the minutes of the previous AGM, approving the financial results for the year, and electing new Executive Committee members. Notice of the AGM is sent to all current and new kindergarten families at least 21 days prior to the AGM being held.

FUNDRAISING:

As Brunswick Kindergarten is only partially funded by the State Government, we need to raise extra funds every year to continue operations. These funds contribute to the maintenance of buildings and equipment, and the purchase of play materials.

The fundraising events the kindergarten holds include the Pizza Night, Mother's Day Cake Stall and the Annual Fete or Family Fun Day. Participating in these events is a wonderful opportunity to join a team and become immersed in the Kindergarten community!



POLICIES:

The Education and Care Services National Regulations 2010 require that all early childhood education and care providers have a range of policies and procedures in place. The kindergarten maintains an extensive list of policies relating to Early Childhood education and managing a kindergarten, and these are available in a folder in the Office, or via email by request.

Select policies are also available in a folder in the Parents Information stand in the kinder foyer.

STAFF MEMBERS:

Sophie Stuart – Kinder Director
Rose Demelis – Purple & Silver groups
Cathy Sundbye – Blue & Orange groups
Frances Salatino – Silver & Orange groups, Educational Leader
Zareen Mirza – Blue & Orange groups
Maria Arvanitis – Silver group & Activity groups
Katerina Papaioannou – Silver & Orange groups
Luisa Rosano- Purple & Activity groups
Manjit Kaur- Purple & Activity groups
John Tsenikidis- Activity groups
Sonia Paolino- Lunch Cover
Katrina Torchia- Lunch Cover



TIMETABLES FOR 2021:

3 year old groups- **10 hours per week- Orange (both days)**
5 hours per week- Orange (single day)
7.5 hours per week- Green – session yet to be confirmed for 2021
5 hours per week- Yellow – session yet to be confirmed for 2021

Orange group	Mondays and Tuesdays 9:30am – 2:30pm	Frances & Katerina (Mon) Cathy & Zareen (Tues)
Green group	Wednesday 8:30am – 4:00pm <i>YET TO BE CONFIRMED- Waitlist only</i>	To be finalised
Yellow group	Wednesday 8:30am – 1:30pm <i>YET TO BE CONFIRMED- Waitlist only</i>	To be finalised

4 year old groups- 15 hours per week

Purple group	Monday 8:30 am– 4:00pm Tuesday 8:30am – 4:00pm	Rose, Luisa & Manjit
Blue group	Thursday 8:30am – 4:00pm Friday 8:30am – 4:00pm	Cathy & Zareen
Silver group	Thursday 8:30am – 4:00pm Friday 8:30am – 4:00pm	Rose, Frances, Katerina & Maria

Activity Groups- after kinder sessions each day

Activity Group session	Age Group	Hours
Monday	4 year old	4.00 – 5.30
Tuesday	4 year old	4.00 – 5.30
Wednesday	TBD	TBD
Thursday	4 year old	4.00 – 5.30
Friday	4 year old	4.00 – 5.30

2021 TERM DATES AND PUBLIC HOLIDAYS:

TERM DATES	
Teacher Planning Day (Child Free)	Wednesday 27 th January
Information Sessions Day (no regular classes)	Thursday 28 th January
First session- Blue & Silver 4YO groups	Friday 29 th January
First session- Purple 4YO & Orange 3YO groups	Monday 1 st February
First session- Orange Tues 3YO group	Tuesday 2 nd February
Teacher Personal Development Day	TBA (Term 2 or 3)
Clean Up Day (Child Free)	Friday 17 th December
Term One Begins (Normal group times commence)	Thursday 29 th January
Term One Ends	Thursday 1 st April
Term Two Begins	Monday 19 th April
Term Two Ends	Friday 25 th June
Term Three Begins	Monday 12 th July
Term Three Ends	Friday 17 th September
Term Four Begins	Monday 4 th October
Term Four Ends	Thursday 16 th December
PUBLIC HOLIDAYS	
Labour Day	Monday 8 th March
Good Friday	Friday 2 nd April
Easter Monday	Monday 5 th April
ANZAC Day	Monday 26 th April
Queen's Birthday	Monday 14 th June
AFL Grand Final Friday	Friday 24 th September
Melbourne Cup Day	Tuesday 2 nd November



FEES:

In order for the kindergarten to operate, we need all families to assist us by paying their fees on time. Fees are charged in order to meet the operating costs of the kindergarten including teacher salaries, gas, electricity, cleaning etc.

You will be sent an invoice for Term fees two weeks before the end of the preceding term. Our four year old program is Government funded so fees are partly subsidised. Those families with current Health Care Cards or equivalent concession cards will not be required to pay the Term Fee (the kindergarten requires a copy of a current card to be eligible).

How to pay your fees

There are several ways you can pay your kindergarten and Activity Group fees.

- Via online bank transfer- Please pay **BSB 033174 Account no. 200230** quoting your child's family name in the "To account" description.
- Via EFTPOS- EFTPOS facilities are available at the kinder. Please note that the kinder charges a Merchant Service fee for EFTPOS transactions. Merchant fee rates will be set at 0.88% for debit cards, 1.35% for credit cards and 0.70% for EFTPOS transactions. These fees will be applied at the time of card processing.

Fees are required to be paid by the date of the annual AGM held in November of the year preceding your child's enrolment. There will be EFTPOS facilities available on the night. We will also accept an EFT/online bank transfer printout on the night of the AGM.

Please see our Fee Agreement which is included in your Orientation Pack for further information. You will be **required to sign a copy of this form** and return it to the kindergarten with your enrolment form and fees.

Fees for 2021

3 year old Kinder fees per child (4 terms per year)	\$860 per term (Orange- both days) \$430 per term (Orange- one day & Yellow) \$645 per term (Green)
4 year old Kinder fees per child (4 terms per year)	\$490 per term
Enrolment fee annual fee (3 year old & 4 year old)	\$70 per year
Incursion & Excursion Levy – annual fee 3 year old 4 year old	\$50 per year \$100 per year
Volunteer Participation Levy (redeemable)- annual fee	\$100 per family (\$25 per family with valid Concession Card)

Health Care Card Holders (4YO Program only)

Families holding a Health Care Card or other concession card must present their card at the November AGM in order to be eligible for concessions on the fees for the 4-year-old funded program.

Activity Group Fees for 2021

We are pleased to offer families additional hours in 2021 as part of our Activity Group sessions. These sessions are timetabled after the kindergarten sessions. Children attending kindergarten groups can flow into the following Activity Group once their kindergarten session has finished. Both 4 year olds and 3 year olds can attend the same Activity Group session.

Activity Groups are led by Diploma-trained staff, and offer a quality, safe and stimulating experience, allowing the children full use of our kinder environment and resources.

Activity Group session	Hours	Cost per session term booking	Cost per session casual booking
Monday	4.00 – 5.30	\$18.00	\$22.50
Tuesday	4.00 – 5.30	\$18.00	\$22.50
Wednesday	TBD	TBD	TBD
Thursday	4.00 – 5.30	\$18.00	\$22.50
Friday	4.00 – 5.30	\$18.00	\$22.50

VOLUNTEER PARTICIPATION LEVY:

Since 2018, the Committee of Management has managed a refundable annual Volunteer Participation Levy to encourage participation from the kinder community in fundraising or social events or in activities to maintain kinder operations.

Families who contribute 10 hours of their time to assisting in some of the following or similar activities will be eligible for a full refund of the levy by the end of Term 4.

- Weekend or School Holiday Working Bees
- Kinder family social functions or fundraisers
- Take on a Committee position
- Work on Fete Day
- Accompany your child's kinder group on an excursion
- Using an identified skillset to support kinder operations

INCURSION & EXCURSION LEVY:

Brunswick Kindergarten prides itself on a broad educational program, in which incursions and excursions play an important part. These activities are set according to topics that are initiated by the children themselves, or by our educators as part of the broader aim of the program.

In recent years, we have been able to include incursion activities such as drama workshops, music or dance classes, visits from educators from institutions such as Museums Victoria and Moreland Library, exploring minibeasts with Drama Toolbox, or structured programs like the Kinder Sports or Living with Pets for our 4-year-olds.

Excursions in the 4-year-old program have involved trips to Ceres and other local nurseries, parks and shops, or wider adventures to places like the Melbourne Museum, National Gallery of Victoria and Bundoora Farm. Whenever relevant, we endeavour to utilise public transport, both to minimise costs and to familiarise children with travelling on these transport modes in large groups in preparation for their further education.

Brunswick Kindergarten is a not-for-profit service, and budgets are tightly managed, with the majority of kinder fees and government funding utilised to cover staff wages and general operational costs. To that end, in 2017 we introduced an **Incursion & Excursion Levy** (formerly known as the Activities Levy) to both the 4-year-old and 3-year-old programs to assist in covering the costs involved in providing these activities. This will be an annual one-off payment, due in November with the Term 1 kinder fees.

The 2021 Incursion & Excursion Levy will be set at \$100 per child in the 4-year-old program, and \$50 per child for those in the 3-year-old program.

This levy is not eligible for concession card holder exemption, however the kindergarten is happy to consider cases of financial hardship on an individual basis. Please feel free to approach the kinder Director or a Committee Executive member for a confidential discussion in these situations. Please be assured that no child will miss out on these experiences, regardless of family situations.

This Incursion & Excursion Levy is detailed on your Term 1 invoice enclosed in your Orientation Pack.



ARRIVALS / DEPARTURES:

Upon arrival and departure the kindergarten requires that you sign your name and the time you arrived/departed in the attendance book. You must not sign your name or time in advance; it must be done only at the actual time of arrival or departure.

When dropping off your child, please don't rush off unless you have to. Feel free to chat to staff and get to know other parents and children of the kindergarten.

If someone other than yourself, your partner, or persons you have authorised on the enrolment form to collect your child is collecting your child, it is important to notify a staff member, and write the name of the person in the sign-in book. Under no circumstances will any child be allowed to go home with someone who has not been authorised to do so.

CHILDREN ARE REQUIRED TO BE COLLECTED BY A PERSON OVER THE AGE OF 18 YEARS, UNLESS EXPRESS PERMISSION HAS BEEN SOUGHT FROM THE COMMITTEE OF MANAGEMENT.

If you are going to be late please call so we can reassure your child. You may incur a late collection fee if this happens on a regular basis.

UNDER NO CIRCUMSTANCES ARE CHILDREN TO BE LEFT UNATTENDED OUTSIDE THE KINDERGARTEN BUILDING. This includes supervision of siblings as they accompany you to drop off or collect your kinder child, and includes both the front and rear yards of the kinder.

Please also be mindful not to leave other children unattended in your car as you drop off or collect your kinder child. If kinder staff are made aware of this occurring, we are mandated to make the necessary reports to Police and the Department of Children's Services.

HEALTH & ABSENCE:

If your child is unwell please keep them home until they are fully recovered. It would be appreciated that if your child is not going to be attending kindergarten for an extended period of time that you notify the kindergarten.

If your child has a contagious illness or condition (such as chicken pox or head lice), please let us know immediately so we can inform other parents. A list of such conditions and the exclusion period for each is available from the Director, or your group teacher.

Any medications used at the kindergarten need to be ***clearly labelled with your child's name and the colour kindergarten group they are in and handed to your kinder teacher for safe storage***. Parents please also ensure that all medications and instructions are documented in the medication book so as to ensure we give an accurate dosage and at the correct time.

SHOULD YOUR CHILD HAVE A SERIOUS MEDICAL CONDITION THAT REQUIRES MONITORING, MEDICATION OR HAS ANY ALLERGIES PLEASE ENSURE THAT STAFF ARE AWARE OF THIS AS AN ACTION PLAN IS REQUIRED.

CHILD IMMUNISATIONS:

As of 2016, all children enrolled in any Victorian Early Childhood service, including kindergartens, must be fully immunised for their age, unless they have an approved medical exemption.

Evidence of immunisation status must be provided via an up-to-date copy of your child's **Immunisation History Statement (IHS)**. Your child cannot be allocated a kindergarten group until you have provided a copy of this Immunisation Certificate.

To obtain a copy of your child's IHS from the *Australian Childhood Immunisation Register* please follow these steps:

- Log into your **myGov** or **Medicare** online account
- Follow the links to *Immunisation History Statement* on the Medicare page
- Select your child's name and either:
 - Print a copy of the statement or
 - Download a pdf version

You can also call the ACIR on 1800 653 809, visit a Medicare or Centrelink office or request a statement via email at acir@medicareaustralia.gov.au.



You are welcome to email a soft copy of the certificate to enrolments@brunswickkindergarten.com.au or we are happy to photocopy your original copy at the kinder. Please remember to provide us with an updated copy of the IHS each time your child's immunisations are updated.

Failure to provide a copy of this certificate, or an approved medical exemption, will result in the withdrawal of your child's place in our kindergarten program.

If you have any questions regarding immunisation, please feel free to discuss it with the Kinder Director, Sophie Stuart, via brunswick.free.kin@kindergarten.vic.gov.au or 9380 8948.

For more information, visit www.betterhealth.vic.gov.au/campaigns/no-jab-no-play.

COVID POLICY AND PROCEDURES:

Brunswick Kindergarten holds a **COVID19-Safe Plan** and kinder policy and undertakes various measures to minimise the risk of COVID19 at the service. These measures are reviewed and revised regularly according to SafeWork, Department of Health and Department of Education guidelines. You will be informed of the latest policy and procedures closer to the start of the 2021 year.

SUN SMART:



As Brunswick Kindergarten is a Sun Smart Centre, and from 1st September until 30th April all children are required to wear a hat and apply sunscreen before they go outside and play. If children do not have a hat they will be required to play inside.

It is expected that parents will apply sunscreen prior to their arrival at kinder, as it takes 20mins to take effect. A second application will be provided in the afternoon.

DISCIPLINE:

All staff adhere to the behaviour management policy when dealing with discipline issues. The policy manual outlines behaviour management strategies that staff can use. Please see the Director if you would like to read and/or discuss these.

EXCURSIONS, EVENTS AND PERFORMANCES:

Children will have the opportunity to participate in a variety of excursions and performances throughout the year. The kindergarten will also hold a number of other events within the program such as dress up days, teddy bears picnic, multicultural days, special morning teas, etc.

FOOD AT KINDERGARTEN:

Children need to bring in a healthy snack and lunch with them each day to kindergarten. In an effort to support children to develop positive eating habits, care for our environment and to cater to the needs of children with allergies, this may include a combination of fruit, vegetables or sandwiches. Water will be freely available to your child; any drink bottles brought into the Kinder should only contain water.

In keeping with our focus on sustainability, we ask that all food be sent in either recyclable packaging such as paper bags or in reusable plastic containers. Please ensure that these are clearly labelled with your child's name. We believe this is an important step in promoting a healthy lifestyle from a young age.



'NO NUTS' POLICY:

Brunswick Kindergarten operates a 'no nuts' policy. Please **do not** provide your child with a snack that includes any amount of nuts.

Please avoid providing the following foods:

- Sandwiches containing spreads such as peanut butter or Nutella
- Museli or grain bars with nuts as an ingredient
- Trail mix or similar mixes containing nuts
- Dips or pestos containing nuts

This ban is to ensure the safety of children with severe nut allergies, some of whom may have anaphylactic reactions to such foods which may be life-threatening.



HELP FROM FAMILIES:

As an independently run community kindergarten, we are in a unique position to have a team of educators who have the vision and dedication to create an extraordinary program and environment for young children to learn. With the management of the Parent Committee, we are also able to control how our kinder grows and changes to provide the best possible Early Childhood education.

Brunswick Kindergarten relies on parents playing an active role in supporting kindergarten operations, from joining the committee, participating in activities in the kinder rooms, accompanying groups on excursions, or volunteering time and efforts towards fundraising initiatives and family social events.

Parent participation reflects the community spirit of the kindergarten, and our kinder can't operate, or our wonderful educators provide the program we are celebrated for, without help from families. Volunteering can at times be some hard work, but in the majority of cases it is for short periods of time, is fun, and allows families to connect with other members of the kinder community.

Information on when and how you can volunteer will be available via group teachers or communications from the Committee. Volunteer boards are available in the kid's bathroom/entry foyer, or links to online sign-up are emailed to families prior to events.

WORKING WITH CHILDREN CHECKS:

While there is no regulatory requirement that parent volunteers hold a Working With Children Check (WWCC), it is preferred by the kindergarten management if you are accompanying a group as part of a Bush Kinder session, or offsite as part of an excursion.

Obtaining a WWCC is very easy. Simply visit <http://www.workingwithchildren.vic.gov.au/> and fill out a form to submit to Australia Post. (Australia Post will process your application and take your passport photo for it at the same time.)

Remember to lodge your application as a volunteer, as there is no charge. If you indicate you are volunteering at Brunswick Kindergarten, we receive a copy of WWCC via mail once it is approved. If you have any questions regarding the WWCC process, please see Sophie in the Office.

Please note: if you are a parent volunteer accompanying a group on an excursion, certain restrictions apply, even if you hold a WWCC. The Education Department instructs that while you are certainly able to accompany your own child to the bathroom on excursions, all other children must be taken to these facilities by a Brunswick Kindergarten educator.

BIRTHDAY CELEBRATIONS:

We would love to share the celebration of your child's birthday at kindergarten. If you would like to bring in something to share on this day for all the children, please feel free to do so. Please see your teacher for further information about what is appropriate to bring.



CELEBRATING DIVERSITY:

We love when family members can share a particular skill or experience with the children as part of the kinder day. If you are interested in running a small session with your child's kinder group, please chat to your kinder teacher about how we can make it happen.

TOYS AT KINDERGARTEN:

We do not encourage children to bring toys to the kindergarten as they often get lost or damaged. However, if your child has something special that they would like to show the group, they are welcome to bring it in.

HOW TO CONTACT THE KINDERGARTEN:

Office phone: 03 9380 8948
Facebook: Brunswick Kindergarten
Website: www.brunswickkindergarten.org.au

Email addresses: Office: brunswick.free.kin@kindergarten.vic.gov.au
Enrolments: enrolments@brunswickkindergarten.org.au
Accounts: accounts@brunswickkindergarten.org.au
Director: director@brunswickkindergarten.org.au

CONTACT FROM THE KINDERGARTEN:

Families will receive weekly updates from their group teachers via group email addresses. Your teacher will inform you of the group email address at the start of each year. Please feel free to use this email address to discuss your child's progress throughout the year. All correspondence will remain strictly confidential.

The Committee of Management will also send email communications from their Brunswick Kindergarten committee@brunswickkindergarten.org.au address throughout the year informing families of social and fundraising events, and upcoming Working Bees, etc.

At times these emails can land in Junk email folders- please check these regularly and list this email address as a known address in your email accounts.

We also occasionally distribute kinder documentation in hard copy format, generally in English. If you would prefer to receive hardcopy communications from us in a language other than English, please contact us via brunswick.free.kin@kindergarten.vic.gov.au and indicate your chosen language, and we will endeavour to provide it for you.