

Handy Hints and Things to Know

What to bring to kindergarten:

A hat for playing outside. This must be a bucket hat or legionnaires style hat that provides protection of the face, ears and neck. Please note caps are not acceptable and do not comply with the centres Sun Protection Policy. Please note

NO HAT = NO OUTSIDE PLAY (or play restricted to shaded areas).

(Refer to the Sun Protection Policy for more information.)



The kindergarten will provide a kindy hat in term 1. The children will be asked to choose a colour and in the first 2 weeks staff will paint the children's names on the peak of the hats. When ready the hats will be given to the children. It is suggested that the hats stay in the children's lockers for the term. They can be taken home at the end of the term for a wash and returned to kindy when the new term starts.



A snack for morning snack time and a snack for afternoon snack time. A piece of fruit is fine (preferably cut and in a small container if your child needs this).

Please do not send any food that has nuts or has egg as its primary base. The centre has a Healthy Nutrition Policy that outlines the type of foods that are acceptable and safe for the children to bring to kindergarten. As we have children that are allergic to nuts and eggs we ask that you please abide by this policy. Snacks are to remain in the children's kindy bags.

Lunch is to be packed in a separate box to snacks that is named on the outside.

Lunch boxes are to be placed on the lunch trolley that is located on the verandah. We do not have the capacity to refrigerate lunch boxes so we suggest you put an ice brick in the lunch box. Similarly we are unable to heat food for children.



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A drink bottle that is filled with water. Please do not send juice, milk or cordial in children's drink bottles. We are able to refill water bottles with filtered water. Please write your child's name on the bottle. These need to stay in the children's lockers.

Children will have their own locker with a name card that includes a photo to help them find it. The children will put their bags in their lockers upon arrival. Please help the children to develop their skills of independence by letting them carry their own bag and organise their own lunch boxes etc.



A spare set of clothes appropriate to the current weather conditions. Children will get wet, messy and dirty as they explore the learning environment. Toileting accidents may happen from time to time. We find that children prefer to change into familiar clothing when a change is needed. If your child is toilet training please pack several changes of clothing. Please name every item of clothing.



Suitable footwear for kindergarten is a shoe that provides grip and fits a child's foot well. Thongs, foam sandals and rubber boots are not safe when children are climbing.



Other Useful Information:

Kindergarten fees are \$150 per term. Families will be invoiced at the beginning of each Term. On the invoice are the kindergarten's account details for EFT payments. Cash Payments can be made. Please see a member of the staff team if you are paying with cash. (Refer to the Payment of Fees Policy for more information).

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Goodbye time is at 3.00pm. Staff will say goodbye to each child individually when we can see a parent or person authorised to collect your child. (Refer to the Arrival and Departure Procedure for more information). A late collection fee will be charged if families are late picking up your child. (Refer to the Late Collection Fee Policy).

Kindergarten t-shirts and hoodies in a range of colours are available to buy. T-shirts are \$25 and hoodies are \$40. All payments for these must be made in full before items are distributed.



If your child has any allergies, please ensure that staff are well aware of these prior to your child attending. Additionally, if there are medical issues that may necessitate medication being administered at the kindergarten it is imperative that the centre be notified of these. ***We are unable to administer any form of medication to a child without a medication plan provided by a doctor that clearly describes the condition, an action plan for treatment, and the necessary medication and exact dosage.*** We do have some plans at the centre that you can take to your doctor and ask them to complete if required. All medication must be provided to the kindergarten

in a clearly marked container with your child's name. All tubes and boxes must also be labelled with names, dosages and expiry dates. For more information about this please do not hesitate to contact the kindergarten.



Please do not send your child to kindergarten if they are unwell. There are very clear guidelines around correct procedures for managing absences related to vomiting and diarrhoea. Children are not to attend for at least 24 hours after the last occurrence of the symptom, preferably 48 hours. If your child is unwell please notify the kindergarten. We are required to communicate any contagious viruses and diseases to the community. If children become unwell while at kindy we will contact families and ask that they be collected.



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Please let the people that you have listed as emergency contacts on the enrolment form know that they may be contacted by the kindy if we can't reach the people listed as primary contacts.



If your child accesses other services / agencies that are supporting them in their development such as Speech Therapists, Occupational Therapists, Psychologists and Paediatricians please let a member of the staff team know. Any reports that may have been provided will have recommendations that we can incorporate into a child's learning program.



Access to the kindergarten is via the side entrance gate that is located alongside the Community Centre car park.

The gate is open from 8.20am and the door to the building is opened at 8.30am when the day starts. Staff will be outside to sign the children in and help them say goodbye and organise their belongings.

Session Times: Children in their eligible year of preschool are able to access up to 15 hours of preschool per week. Our session times are:

Group A—Mondays and Tuesdays
8.30am to 3.00pm

Group B—Thursdays and Fridays:
8.30am to 3.00pm



Group A + B—Wednesday alternate weeks: 8.30am to 12.30pm

Children access a Wednesday session every second week. This means that over a two week period the children access 30 hours of preschool. The allocation of days is dependent on where the vacancies are available. This will be discussed at the time of enrolment.