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Little Kinder

(3 Year old)

Information Book



2019

Welcome to Little Kinder

3 year old Kinder is a play-based program available as a pre-kinder option. Curriculum content is based on the Victorian Early Years Framework. It is an opportunity for children to interact with their peers in a group situation away from their parents and usual carers.

The aim of the program is not the same as in more formal pre-school sessions. Through first hand play experiences children will have the opportunity to:

- . Play with other children and relate to other adults
 - . Begin to belong to a group
 - . Become more independent and self confident
- . Begin to learn the concepts of turn taking and negotiating
 - . Experience a variety of materials and activities
 - . Learn through watching, doing and listening.

Although Little Kinder is not as formal as Pre-School, it is still a developmentally planned program keeping in mind group and individual requirements of the children. The program will be displayed each week and any parent feedback or suggestions are welcome. If you would like to speak to staff in regards to your child we will arrange a time outside of session times to ensure privacy and maintain staff ratios during sessions.

Mansfield Kindergarten Philosophy

Mansfield Kindergarten is a community kindergarten where all children are provided a quality education within a safe, nurturing, stimulating and caring environment. The kindergarten is managed by the parents of children currently attending. The pedagogy underlining the philosophy of our kindergarten is based on social constructivism.

This theory asserts that people are active creators of knowledge, constructing understanding of their worlds through their experiences, social interactions and reflection with others.

Child

The focus of our education and programming is the child. We strive to empower children, by using their thoughts and ideas to develop the program. We encourage each child to reach their full potential in accordance with their individual ability. We encourage exploration and creativity and the importance of the process not the product. Our constructivist pedagogy means that educators at our kindergarten act as a guide and co-instructor. Children are encouraged to question and formulate ideas. Educators seek and value children's comments, points of view and ideas encouraging alternative perspectives, representations, opinions and conclusions. Active dialogue between children and educators involves listening, waiting and responding.

Our Environment

We value the contribution of children, parents, committee and staff in developing our program and facilities, and believe that the provision of quality education for children is a right.

Our environment provides choice, accessible open ended resources and opportunities for experimentation, play and creativity. Educators use real life, relevant experiences for building understandings with children. They are encouraging and respectful of children's work. They create an environment that is collaborative and social with opportunities for shared activity. Children have the opportunity to retreat, observe and play alone. Self regulation, self awareness and initiative are valued and fostered. Socially divisive behaviour is challenged respectfully.

Our Program

Our program supports the five learning outcomes of the Victorian Early Years Learning and Development framework –

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing.
4. Children are confident and involved learners
5. Children are effective communicators

We have a strong focus on sustainable practices and encourage children to learn through interaction with their environment. Our indoor/outdoor program uses natural materials where children are encouraged to explore, create and invent. Our Earth Kinder program promotes ecological literacy through close contact with nature in all seasons.

Working with families to reflect and plan.

We endeavour to promote trust, respect and collaboration between educators and families.

Educators listen and observe, valuing family and children's voice as they gather information and monitor children's construction of understanding. They thoughtfully follow up on children's interests, ideas, questions and comments and adapt plans in response to children's deepening or changing interests. Together this informs the development of meaningful goals and planning for the acquisition of valued skills, understandings and knowledge. Educators make assessments through authentic experiences and processes.

Educators

Each staff member brings personal qualities to the kindergarten environment such as empathy, respect, warmth and a passion for learning. All educators are committed to social constructivist pedagogy and therefore support children's active engagement in learning.

Staff have regular opportunities to share in decision-making and to obtain feedback.

Community

We endeavour to nurture relationships with community organizations, local schools and the broader community and welcome family and community involvement in our daily programs. We believe that as advocates for our profession, it is important to share our knowledge and experience and that we are a central link to information and support services within the wider community.

Enrolments

Children can be enrolled on the waiting list from the age of two (2) years. To do this, contact the office. They must be three (3) years old by the 30th of April. Enrolment forms must be completed before your child begins their first session, including immunisation documentation.

Policies

Mansfield Kindergarten has a program for the review of policies. These policies are available for parents to access at any time during the year.

Fees

Little Kinder is not subsidized by the Department of Education and Early Childhood Development (DEECD), therefore, families are required to pay \$240 per session per term per child for 2019. Fees are payable **prior** to the commencement of each term, as per our policy.

If there are any difficulties please speak with Kellie, the Office Administrator.

Term Dates

Information Sessions will be held on:

Friday 1st February 2019 for the Friday sessions

Monday 4th February 2019 for the Monday sessions

Little Kinder will be **starting** on:

Friday 8th February 2019 for the Friday sessions

Monday 11th February 2019 for the Monday sessions

TERM DATES FOR 2019:

Term 1: 29th January (teachers start) to 5th April *

Term 2: 23rd April to 28th June

Term 3: 15th July to 20th September

Term 4: 7th October to 20th December

The Kindergarten does not operate on public holidays.

Sessions

MONDAY SESSIONS 9.00am – 12.00pm

FRIDAY SESSIONS 9.00am – 12.00pm

The First Sessions

You may need to stay for a while for the first session to allow the children to ease into a new environment in a more relaxed and secure way. Please feel welcome.

Each child is an individual and settling in time will vary. We will endeavor to make this time as pleasant as possible for both the children and parents.

What to Bring

A piece of fruit & a water bottle.

WHAT TO WEAR: Clothes that are easy to wear, wash and find – **think of going to the toilet in a hurry, climbing, running, painting!** Please include a spare change of clothes for accidents in a labeled bag.

Please also bring A wide brimmed or legionnaire sun hat must be worn in the summer months, along with sunscreen. Gumboots, hats, gloves and coats are the winter wear. Hats with your child's name on it can be purchased from the kinder, as can kinder polo shirts and windcheaters.

PLEASE NAME ALL YOUR CHILD'S BELONGINGS.

Sunscreen

We also urge you to apply 30+ sunscreen to your child before coming to kinder. In accordance with Health regulations, staff are not permitted to apply sunscreen to children.

Bag Hanging

Each child will have their own bag hook area. Please encourage your child to find their photo and put their belongings into their bag so they know where to find them.

Delivery and Collection of Children

When delivering/collecting your child, please come right into the room. This way you can keep in contact with daily activities and any special events (as well as for practical and safety precautions).

ACTUAL arrival and departure times must be recorded and signed by the person delivering or collecting the child. (ie: not booked session times.)

Written authorisation is required if a child is to be collected by someone other than the child's parent or guardian.

A list of regular care- givers is asked of you at the introductory session and must be included in the enrolment paperwork. Any variations on this must be given in writing.

Please bring a written explanation of custody requirements (if applicable) to your introductory session.

Staff have been instructed by the Committee to keep doors locked until the session begins to allow time for setting up the program. Ensure you are on time to pick up your child as it is important for staff to have time to reset programs for the next session, so please be prompt. Also please take into consideration the other programs operating within the Kinder when arriving and leaving so we cause as little disruption to the groups as possible.

Pigeon Holes and Your Child's Artwork

PLEASE CHECK YOUR CHILD'S PIGEON HOLE EVERY SESSION.

There are many things happening at pre-school, therefore communication is essential. We communicate by large notices displayed on the outside portable notice board and by written notes left in each child's individual pigeon holes on the bathroom wall. We try our best to keep in touch and we rely on you to do the same. If you have any queries - please ask.

Artwork:

Your child may or may not decide to do some art each session. Please check the drying racks and painting hangers outside before leaving. We do our best to name everything.

Allergies and Morning Tea Time.

Our kinder is nut-free.....please ensure there are NO nut products in your child's bag.

Please ensure you mention any allergies to your Teacher and include details in your enrolment paperwork. Each year, the kinder may have a variety of food allergies and you will be notified of any particular food that must not be brought to kinder.

Each day, please bring a piece of fruit or vegetable, e.g. carrot, pear, banana, dried fruit, etc. and a drink of WATER. The fruit will be cut up for everyone to share at morning/afternoon tea time by the parent on duty - this creates a friendly, sharing environment and encourages chatting which is always fun!

Illness and Emergency Care

If a child becomes ill during a session, the staff will notify the parent or emergency contact person immediately. The staff will take all necessary care of the child until they are collected.

In an emergency, medical, hospital or ambulance services will be arranged as deemed appropriate by the staff. No child can be enrolled without authorization of this from the parents or guardians. All costs will be incurred by the child's parents. All parents will be notified in writing when an infectious disease (e.g. Measles, etc.) occurs either in staff or children.

Parents will be required to complete and sign our Accident, Illness and Medication books. The Accident Book is used when small accidents occur at pre-school. The Illness Book is used if a child becomes ill whilst attending pre-school.

Parents Responsibilities and Your Involvement

We realise that you will have many and varied commitments. Parents' requirements and responsibilities can be carried out by you or other people that are special to your child, grandparents, aunts, uncles, etc. Please talk to your Teacher about possible and flexible ways of managing these pre-school requirements.

Parent Aide:

We encourage – and need - parental help each session, especially with the preparation of morning fruit time. This is a very special time for your child, to have a family member or special friend stay and help, be involved. Please find the roster and choose at least two sessions per term.

Fundraising:

Throughout the year, the Committee will organize fund raising activities: raising money to assist with purchasing of new equipment and other various projects. Your time and assistance will be imperative for these to be a success. Your involvement is an important and valued parent requirement.

Our Committee

The Committee of Management is responsible for the running of the kindergarten and is the decision making body. It consists of twelve (12) parents or other interested community people who are elected for a period of twelve (12) months. The Committee is divided up into four (4) Executive members and eight (8) General members.

Committee meetings are open to all interested people. If you require more information on roles or would like to be involved please let us know.

Further Information, Appointments and Parent Support

If you need to speak to the teacher with a concern at any time please make a time to see them after the session or on another day and time that is more suitable. We request this for confidentiality and it also is less disruptive to the session. Little kinder will run parent-teacher interviews prior to your child starting as well as in term three.

Over the years the kindergarten has accumulated books, pamphlets, newsletters and magazines dealing with a vast number of child-related issues. This resource is available for you to access. You are welcome to browse or borrow.

If you have any enquiries, comments, compliments, concerns or complaints, please feel free to talk to the Teachers, the Kindergarten Director or the Committee of Management President.