



Dear Parents/Caregivers,

Can you please fill out the attached enrolment form for **4 year old Kinder 2019** and return it along with this form and a **\$40 enrolment fee** to Mansfield Kindergarten 64 Ailsa Street or PO Box 196, Mansfield 3724, as soon as possible.

Enrolment fee is to be paid by cash or cheque (payable to: Mansfield Kindergarten)

There may be a waiting list so please don't leave it until the last minute.

If you have any further enquiries, please don't hesitate to contact us.

Thank you

03 5775 2445

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Please complete and return the following:

I am enrolling my child ..... into 4 year old Kinder 2019.

☐ I have included my \$40 enrolment fee as CASH or CHEQUE (payable to: Mansfield Kindergarten)

Please indicate the days that **you prefer** and that work in with other children, work, childcare, etc.

Groups will be determined and announced at our open day in October.

**GROUP 1**

Tuesday 8:45am - 2:45pm

Thursday 8.45 – 2.45

Friday 8:45am - 11:45am

**GROUP 2**

Tuesday 8:30am – 2:30pm

Wednesday 8.30 – 11.30

Thursday 8.30am - 2.30pm

Name ..... Signed ..... Date .....





64 Ailsa Street/PO Box 196  
Mansfield, VIC 3724  
P: 03 5775 2445  
F: 03 5775 3293

### ENROLMENT DETAILS:

### Enrolment Date:

A parent or guardian who has lawful authority in relation to the child must complete this form. A brief explanation of lawful authority is found at the end of this form. The licensed children's services must collect the child's enrolment information in this form, as required by the Children's Services Regulations 1998 (Regulations). Questions marked with an asterisk \* are not required by the Regulations, but you are encouraged to answer these to assist in providing relevant children services. .

### INFORMATION ABOUT THE CHILD

FAMILY NAME: ..... DATE OF BIRTH: ..... SEX M F (Please circle)

GIVEN NAMES: ..... USUALLY CALLED: .....

HOME ADDRESS: .....

POSTAL ADDRESS: .....

Health Care Card ..... Expiry .....

LANGUAGE(S) SPOKEN IN THE HOME: 1st ..... 2nd ..... 3rd .....

Is the child of Aboriginal or Torres Strait Islander descent? \* ☐ No ☐ Yes (Please tick)

Does the child have a developmental delay or disability including intellectual, sensory or physical impairment?  
☐ No ☐ Yes (Please tick)

Does the child suffer from anaphylaxis or allergies? ☐ No ☐ Yes (Please tick)  
Please refer to medical section for

Does this child have issues that involve court orders? ☐ No ☐ Yes (Please tick)

### Information about the child's parents or guardians. The following people have legal authority to:

1. Collect or authorize collection of the child.
2. Authorize the taking of the child outside the premises by a staff member.
3. Consent to medical treatment.
4. Request or permit the administration of medication for the child.

### PARENT ONE / GUARDIAN

NAME .....

ADDRESS: AS PER CHILD

OR: .....

PHONE: H..... W.....

MOBILE: .....

\*E-MAIL .....

OCCUPATION: .....

Does the child live with this parent? ☐ NO ☐ YES

### PARENT TWO / GUARDIAN

NAME .....

ADDRESS: AS PER CHILD

OR: .....

PHONE: H..... W.....

MOBILE: .....

E-MAIL .....

OCCUPATION: .....

Does the child live with this parent? ☐ NO ☐ YES

\*VERY important as this is how we send out important information to parents

## COURT ORDERS RELATING TO THE CHILD

Are there any court orders relating to the powers and responsibilities of the parents in relation to the child or access to the child?

☐ **NO**

**(go to the next section)**

☐ **YES**

**Please complete the following:**

1: Bring the **original** court order/s for staff to see and a copy to attach to this enrolment form.

2: If these orders :

a) change the powers of a parent/guardian to:

- authorise the taking of the child outside the service by a staff member of the service;
- consent to the medical treatment of the child;
- request or permit the administration of medication to the child;
- collect the child, **AND/OR**

b) give these powers to someone else,

please describe these changes and provide the contact details of any person given these powers:

.....

.....

.....

## OTHER PERSON/S AUTHORISATIONS

Please list below the details of those people who you have authorised as emergency contacts for the child. This list may be amended at any time. In the event that the parents or guardians cannot be contacted the person/s listed below with authority will be contacted regarding collecting the child, in event of an emergency involving the child, consent to medical treatment or the administration of medication, or to authorise an Educator to take the child outside of the Service premises. Please tick the appropriate boxes for each contact to confirm authorisations.

Name	Name
Address	Address
Phone(H) (W)	Phone(H) (W)
Mobile	Mobile
Relationship to Child	Relationship to Child
<input type="checkbox"/> Authorised to Collect (Authorised Nominee)	<input type="checkbox"/> Authorised to Collect (Authorised Nominee)
<input type="checkbox"/> Notification in the event of an Emergency	<input type="checkbox"/> Notification in the event of an Emergency
<input type="checkbox"/> Authorised to Consent to Medical Treatment	<input type="checkbox"/> Authorised to Consent to Medical Treatment
<input type="checkbox"/> Authorisation for the administration of medication	<input type="checkbox"/> Authorisation for the administration of medication
<input type="checkbox"/> Authorised to authorise an Educator to take the child outside of the premises	<input type="checkbox"/> Authorised to authorise an Educator to take the child outside of the premises

(please indicate Y for yes N for No for authorisations)

Name	Name
Address	Address
Phone(H) (W)	Phone(H) (W)
Mobile	Mobile
Relationship to Child	Relationship to Child
<input type="checkbox"/> Authorised to Collect (Authorised Nominee)	<input type="checkbox"/> Authorised to Collect (Authorised Nominee)
<input type="checkbox"/> Notification in the event of an Emergency	<input type="checkbox"/> Notification in the event of an Emergency
<input type="checkbox"/> Authorised to Consent to Medical Treatment	<input type="checkbox"/> Authorised to Consent to Medical Treatment
<input type="checkbox"/> Authorisation for the administration of medication	<input type="checkbox"/> Authorisation for the administration of medication
<input type="checkbox"/> Authorised to authorise an Educator to take the child outside of the premises	<input type="checkbox"/> Authorised to authorise an Educator to take the child outside of the premises

Name	Name
Address	Address
Phone(H) (W)	Phone(H) (W)
Mobile	Mobile
Relationship to Child	Relationship to Child
<input type="checkbox"/> Authorised to Collect (Authorised Nominee)	<input type="checkbox"/> Authorised to Collect (Authorised Nominee)
<input type="checkbox"/> Notification in the event of an Emergency	<input type="checkbox"/> Notification in the event of an Emergency
<input type="checkbox"/> Authorised to Consent to Medical Treatment	<input type="checkbox"/> Authorised to Consent to Medical Treatment
<input type="checkbox"/> Authorisation for the administration of medication	<input type="checkbox"/> Authorisation for the administration of medication
<input type="checkbox"/> Authorised to authorise an Educator to take the child outside of the premises	<input type="checkbox"/> Authorised to authorise an Educator to take the child outside of the premises

## CHILD'S MEDICAL AND HEALTH INFORMATION

NAME: Doctor/Medical Service: ..... Phone: .....

ADDRESS: Doctor/Medical Service: .....

DO YOU HAVE:

AMBULANCE SUBSCRIPTION; NO YES MEMBERSHIP NUMBER.....

MEDICARE NO:.....

\* Has the child had their 3½ year old assessment ☐ No ☐ Yes (Please tick)

If yes, provide details by attaching a copy of the 3½ year assessment from the Child Health Record book

**Our Kindergarten has on site a medicine cabinet, please indicate if your child has any allergies or reactions the following:**

Band-aids

Paw Paw Ointment

Savlon Cream

**Does the child have any allergy or sensitivity?** ☐ NO ☐ YES (Please tick)

If yes, give details and outline the management procedures to be followed,(or attach a management plan.)

### Anaphylaxis

Has your child been diagnosed at risk of anaphylaxis? No D Yes D

Does your child have an auto injection device (eg EpiPen®)? No D Yes D

Has the anaphylaxis medical management plan been provided to the service? No D Yes D

Has a risk management plan been completed by the service in consultation with you? No D Yes D

In the case of anaphylaxis you will be provided with a copy of the services anaphylaxis management policy **You will be required to provide the service with an individual medical management plan for your child signed by the medical practitioner who is treating your child.** This will be attached to your child's enrolment form. More information is available at [www.education.vic.gov.au/anaphylaxis](http://www.education.vic.gov.au/anaphylaxis)

**Does the child have any medical conditions and needs.**(e.g.: asthma, epilepsy, diabetes, etc.) or any information regarding your child's medical history that may be necessary for the service to know about?

☐ NO ☐ YES (Please tick)

If yes, give details and attach a management plan.

**Does the child have any dietary restrictions?**☐ NO☐ YES (Please tick)

If yes, outline the restrictions and reactions that may occur.

**Has your child ever tried or eaten the following?**Oranges / citrus ☐ YES ☐ NOKiwi Fruit ☐ YES ☐ NOStrawberries ☐ YES ☐ NORockmelon ☐ YES ☐ NOPineapple ☐ YES ☐ NOApple ☐ YES ☐ NOTomatoes ☐ YES ☐ NOCarrot ☐ YES ☐ NOSultanas ☐ YES ☐ NODairy ☐ YES ☐ NOPear ☐ YES ☐ NOMandarins ☐ YES ☐ NOWatermelon ☐ YES ☐ NO

Was there any noticeable reaction or dislike to any of the above? Were any reactions severe? Please explain

**CHILD'S IMMUNISATION RECORD**

Has the child been immunised?

☐ NO☐ YES

Under Victoria's No Jab No Play law, children need to be fully immunised for their age to be enrolled in an early childhood education and care service.

The ACIR is a national register administered by Medicare that records details of vaccinations given to children in Australia.

**Parents/ carers must provide a copy of their most recent ACIR Immunisation History Statement issued by the ACIR.** There are two kinds of Immunisation History Statements issued by ACIR – an online version (that can be printed) and a posted version. Both kinds are acceptable documentation.

Parents/Carers can get a copy of their Child's Immunisation History Statement:

- Through Medicare online accounts or the Express Plus Medicare mobile app
- By requesting a statement to be posted to them in the mail
- At a local Medicare service centre
- By calling the Immunisation Register on 1800 653 809

Useful contact information:

- ACIR 1800 653 809
- Email ACIR [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)
- Visit [www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)

## FOR BODIES WHICH PROVIDE FUNDING TO THIS SERVICE

From time to time the Department of Human Services seeks information on the characteristics of families who use this children's service. This is used in planning new policies, programs and resources to support services. To help provide accurate information please answer the following questions:

- |   |                             |  |
|---|-----------------------------|--|
| • Does either parent have a disability? | <input type="checkbox"/> NO | <input type="checkbox"/> YES (Please tick) |
| • Is the family a single parent family? | <input type="checkbox"/> NO | <input type="checkbox"/> YES (Please tick) |

## OTHER INFORMATION

If there is anything else that the children's service should know about the child (e.g.: excessive fears, favourite activities, etc.) this is as follows:

.....

.....

.....

## DECLARATION AND CONSENT TO EMERGENCY MEDICAL, HOSPITAL, AMBULANCE TREATMENT

I, .....(PRINT FULL NAME)

A PERSON WITH LAWFUL AUTHORITY OF THE CHILD REFERRED TO IN THIS ENROLMENT FORM,

\* declare that the information in this enrolment form is true and correct and undertake to immediately inform the children's service in the event of any change to this information;

\* agree to collect or make arrangements for the collection of the child referred to in this enrolment form if s/he becomes unwell at the service;

\* consent to the staff of the children's service seeking, or where appropriate, administering such emergency medical, hospital, ambulance treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the children's service.

Name..... Signature..... Date.....

## LAWFUL AUTHORITY

### PARENTS

All parents have powers and responsibilities in relation to their children which can only be changed by a court order. The *Children's Services Regulations 1998* refer to these powers and responsibilities as lawful authority.

It is not affected by the relationship between the parents such as whether or not they have lived together or are married.

A court order such as under the Family Law Act, may take away the authority of a parent to do something or may give it to another person.

### GUARDIANS:

A Guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of guardian under the *Children's Services Act 1996* also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day to day care and control of the child.



**ADDITIONAL INFORMATION**

We require you to sign an authorisation for the following matters:

**SUNSCREEN**

I hereby give the Kindergarten permission to apply **sunscreen** to my child.....

NAME:.....SIGNATURE:..... DATE:.....

**PHOTOGRAPHS**

I hereby give the Kindergarten permission to take photographs/moving images of my child .....

I understand that these may be used for promotional and educational purposes and may be exhibited within the Preschool community and in the general community. (eg. Mansfield Courier)

NAME: .....SIGNATURE.....DATE:.....

**SOCIAL MEDIA (Facebook, instagram, twitter , website, etc)**

Every effort will be made to gain specific permission as occasions arise for external use of photographs/moving images but if this is not possible please sign if you allow your child's photograph/moving image used in this way.

NAME:.....SIGNATURE:..... DATE:.....

**HEADLICE**

In our efforts to attempt to eradicate headlice from the kindergarten, on occasion we have a school nurse conduct checks of the children's hair. These checks generally take place around term 2 and term 4. If any lice activity are found we will notify you and advise of immediate collection of child and an appropriate course of treatment.

I hereby give the preschool permission to check my child ..... for headlice,

Name: ..... SIGNATURE ..... DATE

**BACKGROUND INFORMATION: (to help with program planning)****Other Family members:**

Sibling(s) ☐ Yes ☐ No (Please tick)

Name..... Age..... Name..... Age.....

Name..... Age..... Name..... Age.....

Other adults living at home: .....

Family pets: .....

**Do you live:** ☐ In town ☐ Out of town ☐ On a rural property ☐ On a farm

Other\_\_\_\_\_

Where did you hear about Mansfield Kindergarten?

Friends/Family ☐ Social Media ☐ Newspaper ☐ Previous family member attended ☐

Other \_\_\_\_\_

What skills can you offer the Mansfield Kindergarten?

i.e, Building, plumbing, electrical, gardening, cooking

\_\_\_\_\_

Would you be interested in joining the committee?

President ☐ Vice President ☐ Treasurer ☐ Secretary ☐ Maintenance Officer ☐ IT Officer ☐

Social ☐ Policies Officer ☐ Grants ☐ OH&S ☐ QIP (Quality Improvement Plan) ☐ Fundraising ☐

As you can see we require a lot of volunteers to keep the kindergarten running, any assistance would be greatly appreciated.

## **Mansfield Kindergarten – Regular Excursion**

(Regulation 102(4))

A regular excursion is planned for the year of 2019. We plan to take the children to the Earth Kinder site, located on Maroondah Highway, off the Stock Route, Mansfield (see Mansfield Kindergarten website for specific map). The reason the children will be removed from the premises is to provide play opportunities in a natural environment and to educate children in sustainable practices. Proposed activities will arise from the children's investigations in this natural environment plus activities which are organized with VicParks, Landcare and Aboriginal elders.

The children will be in attendance for three hours.

Children will be transported by their parents/carers to and from the site.

There will be 3 adults responsible for the children. The child to adult ratio will be no more than 8:1.

Child's Name \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_



Adult A (Primary Carer)		Adult B (leave blank if not applicable)
<b>Education</b>		
<b>What is the <i>highest</i> year of primary or secondary school the parent/guardian has completed?</b> (tick one)  <i>For persons who have never attended school, mark 'Year 9 or equivalent or below'.</i>	<input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 9 or equivalent or below
	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 10 or equivalent
	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 11 or equivalent
	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 12 or equivalent
<b>What is the level of the <i>highest</i> qualification the parent/guardian has completed?</b> (tick one)	<input type="checkbox"/> No non-school qualification	<input type="checkbox"/> No non-school qualification
	<input type="checkbox"/> Certificate I to IV (including trade certificate)	<input type="checkbox"/> Certificate I to IV (including trade certificate)
	<input type="checkbox"/> Advanced diploma / Diploma	<input type="checkbox"/> Advanced diploma / Diploma
	<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> Bachelor degree or above
<b>Occupation</b>		
<b>What is the occupation of the parent/guardian?</b>		
<b>What is the occupation group of the parent/guardian?</b>  <i>Please tick the appropriate parental occupation group from the attached list (See Parental Occupation Group Codes).</i>  <i>If the person has not been in <u>paid</u> work for the last 12 months, tick 'N'.</i>  <i>If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.</i>	<input type="checkbox"/> A	<input type="checkbox"/> A
	<input type="checkbox"/> B	<input type="checkbox"/> B
	<input type="checkbox"/> C	<input type="checkbox"/> C
	<input type="checkbox"/> D	<input type="checkbox"/> D
	<input type="checkbox"/> N	<input type="checkbox"/> N

# Parental Occupation Index

Please see the register available at <http://www.education.vic.gov.au/school/teachers/management/finance/Pages/occupationcoderegister.aspx>

MANAGERS		
Chief Executives, General Managers and Legislators	Chief Executives and Managing Directors, Corporate General Manager, Defence Force Senior Officer, Local Government Legislator, Member of Parliament	A
Farmers and Farm Managers	Aquaculture Farmers, Crop Farmers, Livestock Farmers, Mixed Crop, Livestock Farmers	A
Specialist Managers	Advertising, Public Relations and Sales Managers, Business Administration Managers, Construction Managers, Education, Health and Welfare Services Managers	A
Hospitality, Retail and Service Managers	Accommodation and Hospitality Managers, Retail Managers	B
PROFESSIONALS <i>generally with a bachelors degree or above</i>		
Arts and Media Professionals	Music Professionals, Photographers, Journalists and Other Writers	A
Business, Human Resource and Marketing Professionals	Accountants, Auditors and Company Secretaries, Financial Brokers and Dealers, and Investment Advisers, Human Resource and Training Professionals, Information and Organisation Professionals, Sales, Marketing and Public Relations Professionals	A
Design, Engineering and Science Professionals	Architects, Designers, Planners and Surveyors, Engineering Professionals	A
Education Professionals	Early Childhood Teachers, School Teachers, Tertiary Education Teachers	A
Health Professionals	Health Diagnostic and Promotion Professionals, Health Therapy Professionals, Medical Practitioners, Midwifery and Nursing Professionals	A
ICT Professionals	Business and Systems Analysts, and Programmers, Database and Systems Administrators, and ICT Security Specialists	A
Legal, Social and Welfare Professionals	Barristers, Judicial and Other Legal Professionals, Solicitors, Counsellors, Psychologists, Social Workers, Ministers of Religion	A
TECHNICIANS AND TRADES WORKERS		
Engineering, ICT and Science Technicians	Agricultural, Medical and Science Technicians, Building and Engineering Technicians, ICT and Telecommunications Technicians	B
Automotive and Engineering Trades Workers	Automotive Electricians and Mechanics, Mechanical Engineering Trades Workers, Panel beaters, and Vehicle Body Builders, Trimmers and Painters	C
Construction Trades Workers	Bricklayers, and Carpenters and Joiners, Floor Finishers and Painting Trades Workers	C
Electrotechnology and Telecommunications Trades Workers	Electricians, Electronics and Telecommunications Trades Workers	C
Food Trades Workers	Chefs	B
	Bakers and Pastry cooks, Butchers and Smallgoods Makers, Cooks	C
Skilled Animal and Horticultural Workers	Animal Attendants and Trainers, and Shearers, Horticultural Trades Workers	C
Other Technicians and Trades Workers	Hairdressers, Textile, Clothing and Footwear Trades Workers	C
COMMUNITY AND PERSONAL SERVICE WORKERS		
Health and Welfare Support Workers	Ambulance Officers and Paramedics, Dental Hygienists, Technicians and Therapists, Health Workers, Massage Therapists	B
Carers and Aides	Child Carers, Education Aides, Personal Carers and Assistants	D
Hospitality Workers	Bar Attendants and Baristas, Cafe Workers, Gaming Workers	D
Protective Service Workers	Police	B
	Defence Force Members - Other Ranks, Fire and Emergency Workers	C
Personal Service Workers	Beauty Therapists, Driving Instructors, Travel Attendants	D
Sports	Sports Coaches, Instructors and Officials, Sportspersons	C
	Fitness Instructors, Outdoor Adventure Guides	D
CLERICAL AND ADMINISTRATIVE WORKERS		
Office Managers and Program Administrators	Contract, Program and Project Administrators, Office and Practice Managers	B
Personal Assistants and Secretaries	Personal Assistants, Secretaries, Legal Secretaries	C
General Clerical Workers	General Clerks, Keyboard Operators	D
Inquiry Clerks and Receptionists	Call or Contact Centre Information Clerks, Receptionists	D
Numerical Clerks	Bookkeepers, Accounting, Financial and Insurance Clerks, Bank Workers	D
Clerical and Office Support Workers	Couriers and Postal Deliverers, Filing and Registry Clerks, Survey Interviewers	D
Other Clerical and Administrative Workers	Conveyancers and Legal Executives	B
	Court and Legal Clerks, Insurance Investigators, Loss Adjusters and Risk Surveyors	C
	Purchasing and Supply Logistics Clerks, Debt Collectors, Human Resource Clerks, Inspectors and Regulatory Officers	D
SALES WORKERS & MACHINERY OPERATORS, DRIVERS AND LABOURERS		
Sales Agents	Auctioneers, and Stock and Station Agents, Insurance Agents, Real Estate Sales Agents	C
Sales Representatives, Sales Assistants, Salespersons and Sales Support Workers	Sales Representatives, Sales Assistants, Pharmacy Sales Assistants, Retail Supervisors, Checkout Operator	D
Machinery Operators, Drivers and Labourers	Machine and Stationary Plant Operators, Road and Rail Drivers, Storepersons, Cleaners and Laundry Workers, Factory Process Workers	D



64 Ailsa Street/PO Box 196  
Mansfield, VIC 3724  
P: 03 5775 2445  
F: 03 5775 3293

Email: [mansfield.committee@kindergarten.vic.gov.au](mailto:mansfield.committee@kindergarten.vic.gov.au)

Web: [www.mansfieldkindergarten.com.au](http://www.mansfieldkindergarten.com.au)

## 4-Year-Old Information Booklet



2019

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### Mission Statement

*'Mansfield Kindergarten is a dynamic and progressive kindergarten whose mission is to provide a high quality educational program for children and families in accordance with its commitment to the rights of children and the principles of social justice.'*

Early childhood is".....a period of momentous significance for all people growing up in (our) culture. By the time this period is over, children will have formed a conception of themselves as social beings, as thinkers, and as language users, and they will have reached certain important decisions about their own abilities and their own worth."

Donaldson,M.,Grieve,R and Pratt,C. Early Childhood Development and Education: Readings in psychology, Oxford:Basil Blackwell, 1983,p.1.



## INTRODUCTION

Dear Family,

We are pleased to welcome you to the Mansfield Kindergarten.

We're sure you will enjoy your time with us as we believe the pre-school provides a stimulating and caring environment for your child to explore and to belong in.

The Teachers and Educators look forward to a successful 2019 and a year of delight and development.

The information in this booklet should answer most of your questions as well as outline our Kindergarten philosophy to give you some insight into our program.

If you have any further queries, please do not hesitate to contact us.

Warm regards,

Nicola Beautyman  
Director

## **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 communicator

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.

## **THE PROGRAM**

Pre-School education is concerned with promoting optimal development of young children, through a rich variety of first-hand experiences. It is a wonderful age. The children are full of interest and intrigue and are ready for the challenge and enticement into further learning. The program is centered around the children, their interests and level of development

The program also includes excursions (such as the Earth Kinder, a bus tour of Mansfield, library visits) and other cultural and educational experiences that are delivered at the kindergarten (such as theatre companies, the Melbourne Museum Outreach Program, information sessions about dog safety, water conservation, nature exploration etc.)

We communicate the program to families through a regular newsletter and wall displays and notices near the sign-in book. We encourage your input to help us create the best possible program for your child.

As pre-school is the first step away from home, we endeavor to make this a very secure and happy time. Our program relies on your family involvement to make this transition easy.

## **TERM DATES FOR 2019:**

Term 1: 29<sup>th</sup> January (teachers start) to 5<sup>th</sup> April \*

Term 2: 23<sup>rd</sup> April to 28<sup>th</sup> June

Term 3: 15<sup>th</sup> July to 20<sup>th</sup> September

Term 4: 7<sup>th</sup> October to 20<sup>th</sup> December

\* The first day of Term 1 is a student-free day in all government schools and kindergartens to allow for appropriate planning to take place for the arrival of students.

The Kindergarten does not operate on public holidays.

Parents will be asked to attend the first Earth Kinder session in week 3, in order to be informed of safety and boundary expectations.

A timetable for the first 3 weeks will be sent to you early December.

## **SESSIONS:**

Dependent on enrolment numbers the Kindergarten will offer two or three groups . Priority for placement in a kinder group will be given to children repeating the 4 year-old kindergarten year and then according to the date when the child turns 5.

Groups will consist of two 6 hour days and one 3 hour day (Earth Kinder)




## **REGISTRATION/INFORMATION SESSIONS.**

Wednesday 30<sup>th</sup> January 2019 or  
Thursday 31st January 2019

Registration day is an introductory child and parent session. It is a special time for you and your child to meet the teachers, other parents and their children in a small relaxed group. It is a time to question and discuss the workings of the year and to become familiar and comfortable with kindergarten.

To make this initial session (approximately 1 hour) as constructive and valuable as possible, could you please consider having your toddler(s) cared for by others and attend with just your kinder-aged child?

### **What to bring with you**

-  Your child's Immunisation record,
-  Health Care Card and Ambulance Membership Number/s, if applicable,
-  Phone numbers for your doctor and emergency contacts

You may have completed these things on your enrolment forms already. Your HCC and Immunisation record will need to be photocopied as we need a copy here on file at the kindergarten.

## **GENERAL INFORMATION:**

**Earth Kinder** : Please refer to our Parent information booklet

### **What to wear to Kinder:**

Clothes should be;

- Comfortable-to climb, run, jump and move in
- Manageable - can undo/or remove easily
- Wearable - children do get dirty at kindergarten!
- Shoes - which are well fitting and suited to running and climbing, thongs, crocs and slippery soled shoes can be dangerous and should not be worn to kinder.

Order forms for the kindergarten uniform are available at the office.

### **What to bring to Kinder:**

- A bag suitable for carrying home all work and notices etc.
- A healthy snack and lunch (eg. plenty of fruit, carrot, celery, etc.)
- A water bottle
- **A suitable hat.** This is extremely important in **Terms 1 & 4** when there is the greatest chance of harmful exposure to UV radiation. You can order hats using the uniform order form available at the office.

We also urge you to apply 30+ sunscreen to your child before coming to kinder. If you wish staff to apply sunscreen during the day, in accordance with our Sun Protection Policy, you will need to fill in an authorization form at the beginning of the year.

The kindergarten supplies each child with smocks, art materials, educational materials and hygiene supplies.

### **What NOT to bring to Kinder:**

- Toys from home. The kindergarten supplies educational toys and activities appropriate to the program.
- **Please do not bring any food containing nuts to kinder**

## **Birthdays:**

WE LOVE BIRTHDAYS! And it's wonderful to share them with the children. We like to keep things fairly simple and emphasize the importance of sharing in their special day with others. If you wish to share this day with us at kinder, you could bring a cake or party cup cakes etc. and place your name on the helper's roster on the appropriate day.

## **Communication:**

There are several ways of finding out information about what is happening at kinder during the year:

- A notice board is on display near the sign-in book. There is also a notice board on the outside of the building near the entrance and also in the entrance foyer. Please look at them as important information relating to meetings, session times, fundraising activities and the program outline is on display.
- Each child has a pigeon-hole in which notices, art work and other important documents are placed. Please check the pigeonholes at drop-off or pick-up each kinder day.
- The kindergarten website is : [www.mansfieldkindergarten.com.au](http://www.mansfieldkindergarten.com.au)
- We have an SMS information system to alert you to any emergencies, last minute changes in the program and also to send you reminders about fundraising activities, working bees, excursions and other events at kinder.
- The teachers and the Committee produce at least one newsletter a term to keep you informed.
- The teachers hold regular parent-teacher interviews. You can also arrange a meeting with the teachers, assistants, or committee members at any time during the year.
- 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.

## **PARENT INVOLVMENT:**

At kinder we encourage parent participation in the child's educational journey at all times. We realise that parents and carers have many and varied commitments, so there are many ways in which you, and other people who are special to your child, can participate in the kindergarten program and activities during the year:

### **Curriculum:**

Mansfield kindergarten acknowledges that children learn in the context of their families and that families are the primary influence on children's learning and development. With this in mind we ask that families contribute any thoughts or ideas to our curriculum and share their understanding of their child's particular needs and interests. We actively engage families and children in planning children's learning and development.

### **Parent Helper:**

With adult encouragement children's play becomes more constructive. Therefore we encourage parent helpers to attend kindergarten sessions.

A roster is posted near the sign in book at the start of each term. Put your name on the roster if you think this is a way in which you could assist. You can choose between a morning or an afternoon session (approximately 3 hours) on the days your child attends kinder. Activities during your session could include helping with artwork and craft, wiping down tables, helping children with their snack or lunch, reading stories and of course, lots of playing!

Being a parent helper is a great way to see what happens at kinder, to interact with your child in a different setting and also talk to the teachers and assistants about your child's progress. Toddlers are most welcome to attend a session when you are helping. This is a very special time for your child. The children enjoy having parents, grandparents and other family members at kindergarten.

Excursions: From time to time the children are taken on excursions outside kinder. At these times, the more parents available to supervise the children, the better!

### **Committee of Management:**

Mansfield Kindergarten is run by a Committee of Management. The Committee comprises volunteer parents who are responsible for the running of the kindergarten and is the decision making body. It consists of up to twelve (12) parents or other interested community people who are elected for a period of twelve (12) months. The Committee of Management meets approximately once a month within term time. The meetings are open to all parents and staff at the kindergarten.



The Committee is divided up into four (4) Executive members and up to eight (8) General members. The executive positions are President, Vice-President, Treasurer and Secretary. These are all voting members of the Committee. General committee positions with voting rights may include Fundraising Officer, Maintenance Officer, Grants Officer, Policies Officer, IT Officer, Newsletter Editor, OH&S officer. These positions are filled according to the needs of the kindergarten at the time.

Apart from the voting members of the Committee of Management, sub-committees may be formed. Sub-committees may include the social committee (help for the Fundraising Officer), the maintenance sub-committee (help for the Maintenance officer). Members of the sub-committees do not have voting rights nor do they have to attend committee meetings. Meetings will be called by the leaders of the sub-committees as required.

### **Maintenance:**

Approximately once a term, the kindergarten holds a working bee. The teachers write a "to do list" of tasks (general tidying up, renewal of sand and tan-bark etc.) The working bees are usually held on Sunday mornings and the tasks may take 1-2 hours to complete. They are a great way to meet other parents and the whole family is welcome to attend.

You may find you are able to complete some maintenance tasks at home (eg. mending broken toys, fixing equipment). Please talk to your child's teacher or the Committee of Management maintenance officer if you can assist in this way.

If you have any special skills that would be useful to the kinder community (e.g. plumbing, carpentry, welding, sewing or typing) please mention this to your child's teacher or the Committee of Management maintenance officer

### **Fundraising:**

Throughout the year, the Committee organizes fundraising and social activities. These events are aimed at raising money to purchase new equipment for the children or to improve kindergarten facilities. They are also a way of meeting other kinder parents in a social setting. Participation in fundraising and social activities is an important contribution to the kindergarten.

We hope that you, as a family, will join us throughout the year for all sorts of events, including those that may be held on the weekends or evenings.

*Any help that parents can give to the kindergarten is much appreciated!!!*

## **FUNDING:**

Mansfield Kindergarten receives a subsidy from the Government per child per annum. Funding is provided for the four-year-old program only. The money is granted to the pre-school Committee of Management quarterly based on enrolments. These subsidies pay part of the salaries, requisites for the pre-school program, running costs and other essentials. The three-year-old program at the kindergarten is unfunded.

## **FEES:**

Funding from the Government does not cover all the running costs of the kindergarten. Therefore, term fees are charged for each child. In addition, the kindergarten carries out many fundraising activities during the year.

Fees are payable at the beginning of each term.

In 2019 the fees are \$430 per term, per child, for the four-year-old program.

Fees are payable prior to the commencement of each term, as per our policy.

Fees can be paid by cash, cheque or EFT. The invoice you receive will give details of how payments can be made.

The Kindergarten is registered under the Commonwealth Government child care subsidy scheme and has its own provider number.

**Health Care Card holders are not required to pay fees.**

If payment of fees is difficult, we can organize a payment plan - please ask Kellie, the Office Administrator.

## **ARRIVAL AND COLLECTION OF CHILDREN:**

### **Arrival**

Upon arrival, the children are delivered directly into the care of the kindergarten staff. The attendance book must be signed daily by the person bringing the child and also by the authorized person collecting the child.

**Please sign actual time of arrival and departure.**

If you wish to catch up with other parents, please do this on the porch as it gets quite congested at drop-off and pick-up times.

### **Departure**

At home time, children are given into the care of their parent/guardian as that person arrives at the centre. Please make yourself known to staff upon arrival to collect your child to facilitate a quick and efficient handover. Please sign the attendance book as you leave.

Please ensure that the gate is always securely closed and the catch secured upon entering and leaving the premises. Also, please see that no unsupervised child leaves the premises through the gate whilst you are entering or leaving.

### **Authorised Persons**

**NO child will be given into the care of any person unless authorised by the parents or guardians.** You will be requested to list any person who will be picking up your child from kinder. You will also be required to notify the teacher of any changes to this during the year- eg custody arrangements, additional persons authorized to collect your child etc.

In an emergency situation, you may phone to notify the teacher who will collect your child. It would then be appropriate for written authorisation to follow. If we have not met them or they are not on the list, they will need to show photo ID to staff.

### **'Late Pick-up'**

Please be **Punctual** with regard to picking up your child after each session.

Staff must be paid for the supervision of your child after the session. If you are unavoidably detained, please telephone the kinder to inform us.

**Consistent late collection** of a child will result in a fee to the family concerned in order to cover the cost of retaining staff after hours.

The kindergarten has a Delivery and Collection of Children policy which follows the relevant laws and regulations and can be viewed when requested.

## **Attendance of Siblings:**

Siblings of all ages are welcome at the kinder session, however, the sibling remains the sole responsibility of the parent whilst on the premises eg. helping during a session. Unfortunately due to DEECD regulations, siblings are not permitted to remain at the centre without the parent. Siblings are NOT able to attend Earth Kinder sessions.

## **Health and Attendance:**

**Regular attendance is important to a child's development and learning, social adjustment and the development of independence.**

No child may attend kindergarten whilst suffering with:

- Skin infections of any sort
- Untreated head lice
- Infectious or contagious disease (see DEECD School Exclusion Table attached)

Notification of the presence of infectious diseases will be place on the notice board.

If your child suffers **asthma**, please ensure that he/she is well enough to attend and bring any necessary medication to kinder. Staff cannot administer medication unless give the proper written authorization. We are happy to discuss this with you.

Any child suffering from asthma requires an asthma management plan from their G.P.

If your child has a severe cough, such as bronchitis, it is best that he/she does not attend kinder until he/she is well. Sometimes a child may not have definite symptoms but may be overtired or just feeling unwell. In these circumstances, -please use your own judgment. It is assumed that all children attending kinder are well enough to take part in all outdoor activities, as these form part of our daily program!

Please consider your child's health and that of the other children and staff as infection and viruses do tend to spread quickly at kindergarten!

## **Illness at Kindergarten**

The kindergarten is equipped and the staff qualified to cope with basic first aid. Any illness or injury requiring further treatment will be referred to the parent/guardian immediately. Where contact cannot be made, the child's doctor will be consulted. If necessary, an ambulance will be called and the child's treatment will commence.

## **Facilities and Resources:**

### **Child and Family Health Services**

A range of staff are available to you and contact can be made through the preschool teacher or the Shire. These staff include physiotherapist, speech therapist, dietician, psychologist and occupational therapist.

### **Family Support Services**

Councils provide information regarding child care, social workers, child protection and various children's services. Contact can be made directly with the council or with the teacher.

### **Dept of Education & Early Childhood Development.**

A Kindergarten Adviser is employed by the Children's Services branch and is available to both parents and staff to discuss the needs of young children, their role is to give advice and guidance and to provide resource material and information to staff.

### **Early Learning Association Australia**

This is the body that advises and advocates for parents and Committees of Management.

## **Emergencies**

The kinder has a specific plan of action to be followed in the case of emergencies. The plan is on display at the kindergarten and it describes where we may evacuate to and who is responsible for the safety of the children.

In the case of an evacuation, a notice will be posted on the front of the kindergarten.

ONLY when children are in a declared 'safe area' will they be released into their parents care.

In the event of an extreme emergency, arrangements may be taken over by officials of the State Disaster Plan.

### **About the centre:**

- The centre operates under the children's Services Regulations as set down by DEECD. Staff and parents must comply with these regulations if their child attends the centre.
- The kindergarten building is owned by the Mansfield Shire and staff are employed by the Mansfield Kindergarten Committee of Management.

### **Staff**

There must be at least two staff members, the teacher and the educator, working at each kinder session.

#### ***The Teacher;***

- Provides an educational program and caring environment, orders equipment, liaises with committee members and keeps parents informed about the kinder.
- Implements the regulations governing the operation of the kindergarten to ensure the well being of each child attending.
- Attends meetings with other kindergarten teachers and in-service meetings.

#### ***The Educator;***

- Aids the teacher with the program during sessions.
- Maintains a clean and tidy environment for the children.

#### ***The Office Administrator;***

- Processes invoices and carries out tasks to help with the day to day running of the kindergarten
- Is responsible for managing enrolments at the kindergarten

### **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.

**Welcome to the community at Mansfield Kindergarten Centre.  
We are looking forward to a great year!!**



# **Mansfield Kindergarten Earth Kinder Program Parent Handbook 2019**



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## **PROGRAM OVERVIEW**

**Mansfield Kindergarten promotes a holistic approach to children's learning and development. In order to offer a unique educational experience within our program, the children will attend Earth Kinder for three hours each week. We believe Earth Kinder encourages children to develop responsibility for themselves and others, promotes children using their imagination and develops their physical and motor skills.**

*"Outdoor spaces with plants, trees, rocks, mud and water invite open ended interactions, spontaneity, risk taking and a connection with nature (NQS, 2010, Element 3, Physical Environment)"*

**Earth Kinder will be special part of your child's total kindergarten experience. They will have the opportunity to play in the rain, get muddy, be involved in changing types of play, talk, listen, find insects, explore, participate in natural art and observe nature first-hand. Their affinity with their local, natural environment will be developed and sustainability practises will be enhanced into the future.**

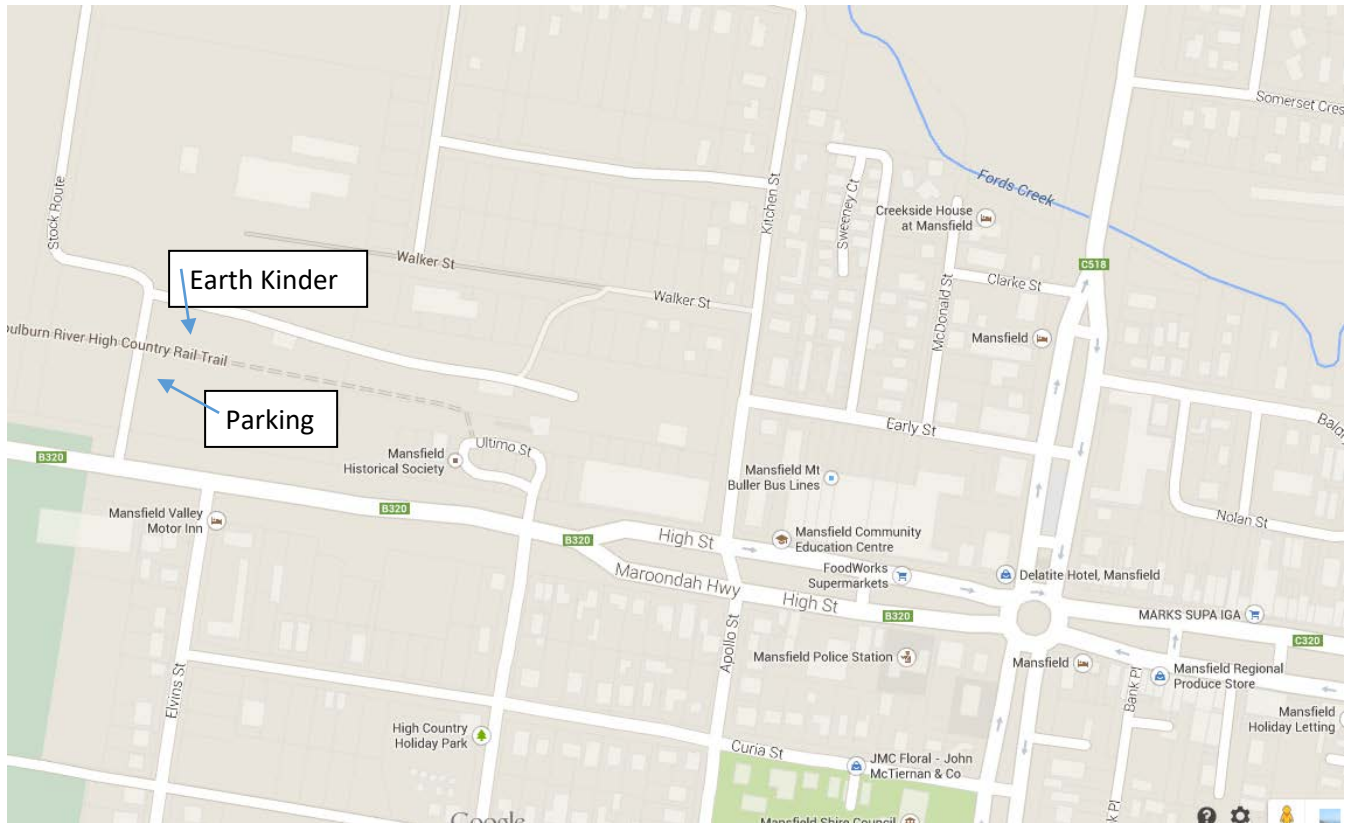
**At times, specialists may assist the children's learning. We have strong affiliations with Vic Parks, Landcare and our Aboriginal elders and we will have visits from these groups to share knowledge and understandings of our local area. Through play, your children will connect with and learn to respect this unique space. They will grow connections with their land in a way that cannot be done under a roof or within the kindergarten walls.**

## **LOCATION**

**The Earth Kinder site is located near just off the Stock Route, near The Wetlands and Rail Trail in the heart of Mansfield. It is directly opposite Mt. Buller Sports. The environment provides an ideal site with bush, grass, bird life and natural habitats for frogs and other natural species. The site has been chosen as it gives a flat, comfortable area for the children to play and explore with clear lines of sight for our teachers. This area also offers opportunities to venture further afield (under supervision) to explore the Wetlands and surrounding areas.**

## **PARKING**

**Parking is available south of the rail trail on the Maroondah Hwy side. We ask that parents/carers walk their child to the Earth kinder site, over the rail trail. This will ensure minimal traffic in the immediate play area. Please take care when dropping off or picking up. Don't forget you can also park at the Mansfield Information Centre and ride your bike to Earth Kinder!**



## PARTICIPATION

In order for your child to participate in this program, Parents/Carers must complete and return to kinder prior to the first session, a **Routine Excursion Form**.

Parents/Carers should also provide details on their child's Enrolment Form of authorised people able to collect your child. We cannot allow another adult to collect your child unless in writing on the Enrolment Form.

## COMMUNICATION

We ask Parents/Carers to have your mobile phone with you, and turned on, throughout the duration of your child's Earth Kinder sessions. This way, we can easily contact you if necessary.

## SESSION OVERVIEW

Prior to the commencement of each session, teachers will scan the site for safety and new areas of potential interest. Each Earth Kinder session will commence with a group meeting, or 'gathering' with the teachers and children. The children will then be free to engage in play within the boundaries of the Earth Kinder site. Children will be able to access their food and drinks throughout the session.

## STAFF

Staff in attendance all have a passion for our Earth Kinder program. Three staff will be in attendance at all times. Staff ratios have been set at 1:8 for each session. All staff are First-Aid trained. Parent helpers are welcomed and a roster will be drawn up for this purpose.

## ATTENDANCE

- **When shouldn't my child attend?** We ask that Parents/Carers are diligent, and exercise their own judgement in assessing whether it is appropriate for their children to attend Earth Kinder. Children should not attend if they are ill, excessively tired or if Parents/Carers are concerned about their well-being due to forecast weather conditions.
- **Others in attendance** – To ensure that your children are given freedom to play and engage with nature, we ask adults to respect their space and time. Parents are welcome to stay and be involved in sessions, and are asked to indicate their intention at the commencement of the session or via the Roster.
- **Siblings** – to ensure full supervision of the Earth Kinder children, and the smooth running and integrity of the program, we ask that siblings **DO NOT** attend on your rostered day.

## **SESSIONS**

Earth Kinder will run on the following days for each group

Wednesday 8:30am – 11:30am                      or

Friday 8:45am – 11:45am                      or

Sessions may be cancelled due to adverse weather conditions or staff absences. If this occurs, an SMS will be sent out by 6.00pm the night before the session. If you do not have mobile coverage where you live, please advise us and we will make alternative arrangements.

**NOTE:** If on arrival, Earth Kinder is not set up on site, this means that the session has been cancelled. Please return to “Home Kinder”.

## **WEATHER**

Earth Kinder may be cancelled in circumstances where the weather is deemed too extreme. Eg. Temperatures in excess of 38, high winds, or **extreme** cold. Please note that Earth Kinder **WILL** be held if it is raining.

## **CLOTHING**

Parents/Carers are required to determine appropriate clothing based on the weather forecast, appropriate to their child’s Earth Kinder session time.

**CHILDREN WILL BE UNABLE TO ATTEND AN EARTH KINDER SESSION IF THEY HAVE ARRIVED WITH INAPPROPRIATE CLOTHING AND/OR WITHOUT A SUITABLE CHANGE OF CLOTHING.**

It is important that Earth Kinder children wear appropriate and protective clothing and footwear which:

- Allow children to move freely
- Keep children warm and dry in cold/wet weather
- Protect children from UV rays in hot weather
- Prevent sunburn, bites, scratches and stings
- Where possible is made from natural fabrics which allow the body to breathe
- In the case of footwear, keeps feet and toes covered and has a flexible sole to allow children to climb and balance on uneven surfaces.

	<b>Warm weather</b>	<b>Cold weather/Rain</b>
<b>Recommended clothing and footwear</b>	Light loose fitting long sleeved tops and long pants, broad brimmed hat, closed toe shoes (preferably gumboots)	Waterproof jacket and over pants (supplied by Mansfield Kindergarten and purchased with the assistance of Mansfield and District Community Bank), long pants, long sleeved, woollen top, beanie, waterproof gloves, thermals in cold weather
<b>Not recommended</b>	Short sleeved tops, long skirts or dresses, shorts	Skirts, dresses (incompatible with waterproof jackets and pants)
<b>Unacceptable clothing</b>	Open toe shoes, sandals, thongs, crocs, singlet tops.	Non-waterproof outer clothing (Our waterproof jackets and over pants on top of non-waterproof clothing is recommended)

## **CHANGE OF CLOTHES**

All children participating in Earth Kinder are required to bring a change of clothes and footwear, as these may become wet and muddy.

## **SUNSCREEN**

On high UV days, please ensure that you apply sunscreen prior to the session commencing. Sunscreen will be available for re-application during sessions.

## **CLOTHING PROVIDED BY MANSFIELD KINDERGARTEN**

Over pants and jackets purchased with the assistance of Mansfield and District Community Bank , designed to keep children dry and clean will be provided for all children. Please note that these suits **ARE NOT** for warmth, and children will require very warm clothing underneath these items in winter.

## **WHAT ELSE TO BRING**

### **WATER**

Parents/carers are required to provide a water bottle of fresh water at all sessions. There will be access to drinking water to supplement this when required on site. **ALL** children onsite at Earth Kinder are required to have a water bottle.

## FOOD

Parents/carers are required to provide a snack/lunch in a sealed container for each session for their child to eat. We ask that you consider the environment by **NOT INCLUDING ANY PACKAGING**. We also ask you to observe allergy precautions when selecting items to include.

## SUSTAINABILITY

Please always take home what you brought in. Parents/carers and children are asked not to bring toys to Earth Kinder to better enable children to engage in the natural surround.

## TOILETS

Parents/carers are requested to encourage children to use the toilet at home prior to their session. Children will have the use of a portable toilet housed in a pop-up tent at Earth Kinder, if needed.

## MEDICATIONS

Parents and carers of children with anaphylaxis or asthma must ensure they discuss their emergency plans with staff prior to commencing the first session. All emergency plans and medication will be available at Earth Kinder in a pop-up tent.

## TRAINING AND AWARENESS SESSIONS

For our first session of Earth Kinder, **parents will be required to attend the first hour with their children.** During this time staff will “walk the boundaries” of our Earth Kinder site. Both parents and children will therefore be familiar with our set boundaries. Additionally, sessions will be run as part of Earth Kinder orientation, for staff, children and parents/carers covering dog and snake awareness. Where a need is identified, further training will be carried out. All Mansfield Kindergarten staff are Level 2 First Aid trained and Certified.

## RISK MANAGMENT AND ASSESSMENT

Extensive risk assessment has been carried out by Mansfield Kindergarten. Risk assessment is an ongoing and continual part of our program and we ask all participants of the Earth Kinder program to be actively involved in providing feedback.

## FURTHER POLICIES

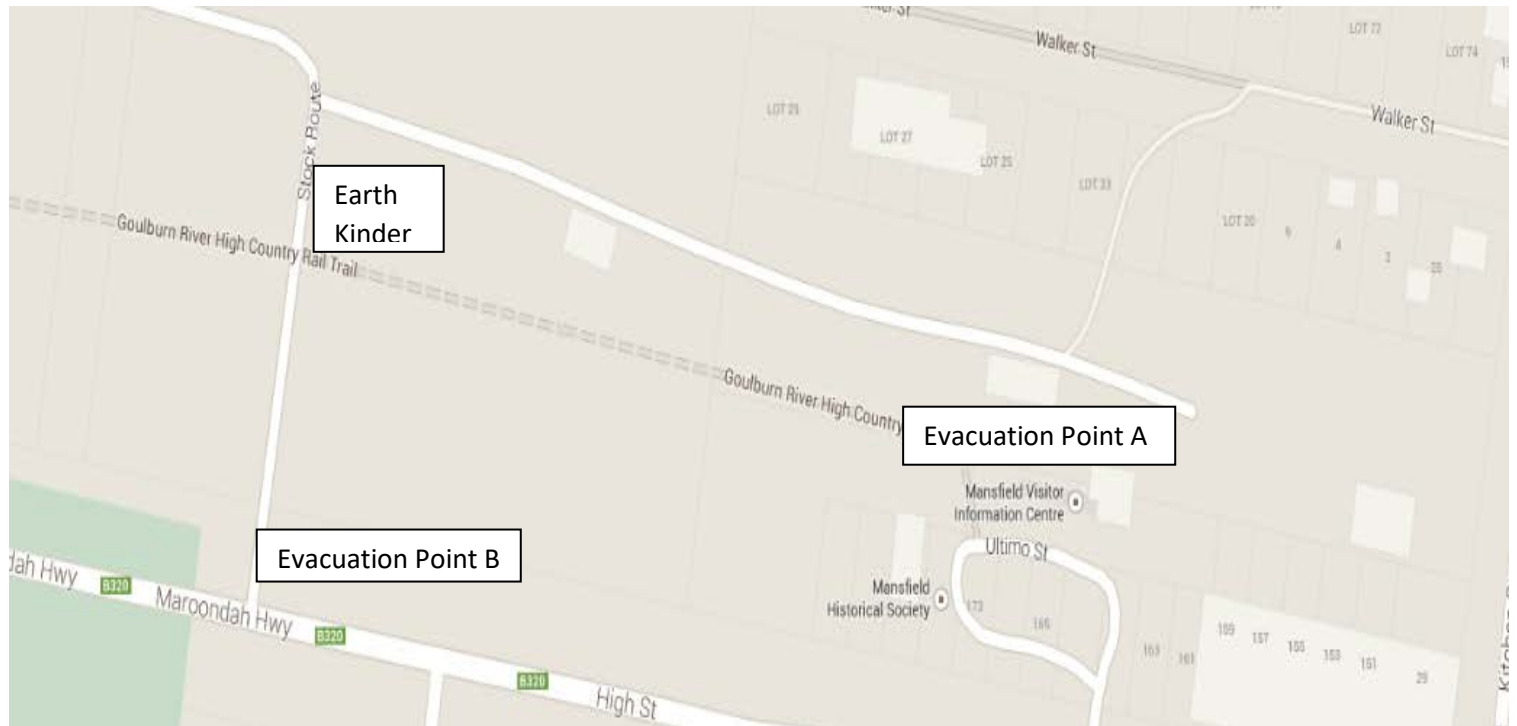
Earth Kinder is conducted as part of the Mansfield Kindergarten program and is governed by the regulations of the Kindergarten. Full policy documents are available in the Committee Office of Mansfield Kindergarten. Should you have further queries, please contact us on

[mansfield.committee@kindergarten.vic.gov.au](mailto:mansfield.committee@kindergarten.vic.gov.au)

## EMERGENCY EVACUATION

Should the need arise to evacuate to a safer location the attached maps indicate evacuation points. Reasons for evacuation may include, but are not limited to:

Fire, missing child, aggressive dog off lead, other animal intruders, uninvited person/stranger, natural events such as extreme weather, floods, severe winds or thunderstorm, medical emergency or accident.



# Mansfield Kinder Clothing Order Form

Make it easy and stress free to get your child dressed for Kinder! Plus when you buy any Kinder clothing product you help raise money to go towards the maintaining and purchasing of new equipment for the children.

Enquiries: 03 5775 2445 or [mansfield.committee@kindergarten.vic.gov.au](mailto:mansfield.committee@kindergarten.vic.gov.au)

<b>Please return this form with payment in the fees box</b>						<b>asap</b>
Child's Name						
Preferred name if different to above (for printing on hat)						
Circle group	Red	Green			3yr	
Parent's Name						
Home phone				Mobile		
<b>Polo Shirt \$23 each</b> UPF rated, 220 gram, polyester and cotton pique knit for easy care with double stitched shoulders, armholes and hems. The neck has a fitted band with a knitted collar						
Colour	Red	Navy	Purple	Hot pink		
Size	4	6	8	10		
Quantity	@ \$23		Sub Total		\$	
<b>Bucket Hat \$15 each</b> Hat supplied in navy only with choice of colour for embroidered name and is UPF rated 50+, top stitched brim, covered sweat band, metal eyelets for airing and name tag						
Name colour	Red	Pale blue	Purple	Emerald green	Hot pink	
Size	Small 55cm			Medium 57cm		
Quantity	@ \$15		Sub Total		\$	
<b>½ Zip Polo Fleece \$35 each</b> 300 gram anti-pill polar fleece, all seems safety stitched, double stitched hem, rib cuffs with spandex, two slash pockets and a name tag						
Colour	Red		Navy		Bottle green	
Size	4	6	8	10		
Quantity	@ \$35		Sub Total		\$	
<b>PAYMENT OPTIONS</b>						
Cash	Cheque payable to 'Mansfield Kindergarten'		EFT Details: BSB:633-000 A/C No: 1524 89225		TOTAL \$	
<b>Size Chart</b>						
Size	4	6	8	10		
Chest	60	64	68	72		
Waist	56	58	60	64		