



OLYMPIC AVENUE KINDERGARTEN
PARENT INFORMATION BOOKLET
4 YEAR OLD – 2011

OLYMPIC AVENUE KINDERGARTEN,
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WELCOME TO OLYMPIC AVENUE KINDERGARTEN

Dear Parents,

We welcome you and your child to Olympic Avenue Kindergarten. We trust that your child will feel happy and secure in our kindergarten environment and be stimulated by the variety of activities and learning experiences we are able to provide.

We hope that you too will enjoy a fulfilling association with the kindergarten and invite you to participate in the many activities which are open to parents.

This handbook has been prepared to provide the information needed for your understanding of the kindergarten and your participation. A Committee of Management, made up of parents, works with the teachers to ensure that the kindergarten operates smoothly and effectively. If you have any questions, or require further information, please don't hesitate to talk to your child's teacher or a Committee Member. Once again, welcome to Olympic Avenue Kindergarten.

Staff and Committee

Olympic Avenue Kindergarten

OUR PHILOSOPHY

Early childhood is a time of rapid learning. In the first five years, we see enormous changes in a child's cognitive, language, physical, social and emotional development. As early childhood educators, we know that children develop these skills through the most appropriate vehicle of learning for them, which is "play". By creating a kindergarten environment and program rich in open ended play opportunities, we are setting the stage for learning to take place and skills to develop. By acknowledging that all children have individual needs, we can plan objectives that are appropriate for each child. By communicating with parents, we can develop a feeling of "community" between all families and work towards outcomes that will be of benefit to the whole kindergarten community.

THE KINDERGARTEN PROGRAM

Kindergarten aims toward developing the child's whole self in five ways:

1. Emotionally - gaining confidence, independence and self-esteem.
2. Socially - learning how to cooperate with and accept each other in work and play.
3. Cognitively - developing skills and concepts through a variety of experiences.
4. Physically - building strength, coordination and body awareness.
5. Language skills - developing communication skills between children and extending vocabulary and awareness of their speech patterns.

OUR TEACHERS

ANGELA SEATON – FOUR YEAR OLD TEACHER

Angela Seaton joined OAK in June 2010 as the teacher of both four year old groups. Angela holds a Diploma of Teaching (Early Childhood). After a period living interstate and overseas, she returned to teaching when her two children were in kindergarten, initially as a relief teacher then on a permanent basis once they commenced school.

Angela believes that all children should feel safe, secure, nurtured and happy at kindergarten. To achieve this, the curriculum is based on the interests and ideas of the children, providing opportunities, time and space to play. Play enhances growth - self esteem and confidence are fundamental to learning and allow children to develop the ability to take risks and cope with challenges and new situations.

Parent participation is encouraged in the program to assist the children to develop a love of learning and to achieve a complete picture of each child's personality and needs.

Angela looks forward to working with each child and family to ensure a positive kindergarten experience and a successful transition to school.

MARGARET CHARMAN – FOUR YEAR OLD ASSISTANT

Margaret began working at OAK in 2004 and is the Assistant for the four year old groups. Before moving to Cheltenham, she worked at Ripponlea kindergarten for 12 years. She started there as the three year old Assistant & then was responsible for Lunch-time Care and After Care for the four year old groups.

Margaret then took on the four year old Assistant position, a role she continues to find very fulfilling at OAK.

Margaret has a Primary teaching diploma. She is married with two adult children and enjoys the community in Cheltenham very much.

VERONICA TUNCHAY – THREE YEAR OLD TEACHER

Veronica has extensive experience in the early childhood sector in different settings and also taught Prep for several years in Primary School. She has a Diploma of Teaching Early Childhood and Bachelor of Education (Primary).

Since 1997, Veronica has taught at OAK as the three year old teacher. She is passionate about play based learning for young children and recognises that the first five years lay an important foundation for future learning.

TINA HALLS – THREE YEAR OLD ASSISTANT

Tina has worked in the childcare field for 33 years in Australia, England and the U.S.A. with children from many different backgrounds.

Tina has a Certificate of Early Childhood Development from Prahran Tafe and has been at Olympic Avenue Kindergarten since 2004.

FOUR YEAR OLD PROGRAM

Our four year old program is play based as we believe children learn best through natural exploration of their environment.

The children learn at their own pace throughout the program which is a balance of free-choice indoor and outdoor activities and planned small group experiences. The learning environment is aimed towards helping the children develop confidence and self-esteem, independence, fine and large motor skills and social, cognitive and language skills. All these are seen as equally important in preparing children for life skills.

Indoor activities include painting, drawing, cutting, pasting, puzzles, dramatic play, play-dough and clay, block building and construction work. Outdoor activities include climbing, balancing, swinging, sand and water play, gardening and dramatic play. Our indoor/outdoor free flowing program allows the children to experience a depth of play.

Group experiences are an integral part of each day and include stories, music, drama, dance, instruments, discussions and show and tell times. We include a movement/music mat time and storytime. A book borrowing library is also provided to encourage an appreciation of reading at home.

In commencing kindergarten, your child is taking an important step in broadening his/her experience beyond the intimate family group. In adjusting to a new environment and establishing new relationships with peers and adults, your child will require patience, support and time.

Please feel free to discuss your child's progress with the Director at the end of sessions or organise an appointment.

Our playroom is light, airy and spacious and our garden is well shaded with deciduous and native trees which encourage a wealth of bird life.

As well as providing stimulating equipment and experiences for the children to explore and enjoy, at Olympic Avenue we also provide opportunities for the children to grow and develop in all areas; emotionally, socially, intellectually, physically and in their language development. Our experienced and enthusiastic staff works hard to make sure that each child is helped to take every opportunity to realise their potential. We offer small groups to enable each child to receive maximum attention.

The kindergarten teachers, through their own attitudes, guidance and manner of presentation help to set a calm and understanding atmosphere. Children are encouraged to become aware, enquiring and independent. The program can provide both stimulating and relaxing activities and at all times it is vital that children learn new skills at their own specific rate. Bearing this in mind, kindergarten should never become a stressful situation to a child and should always remain relaxed, enjoyable and happy.

Olympic Avenue Kindergarten welcomes and encourages the involvement of families. Parents and teachers need to work together to provide the caring environment which children need. A Committee of Management, made up of parents, works with the staff to ensure that the kindergarten operates smoothly and effectively and offers everything the community would expect.

WHAT TO BRING TO KINDERGARTEN

KINDERGARTEN BAG

Each child must bring along a kindergarten bag suitable for storing belongings and to carry home art work. **Please ensure all your child's belongings are clearly marked with his/her name.** Please keep a complete change of clothes in your child's bag, including underpants, shorts and t-shirt etc., all clearly marked with your child's name. A cloth bag with handles is suitable. These are available to purchase from the kindergarten at the AGM.

FRUIT

Please bring one piece of fruit to each session. A packed lunch and water are to be brought to your child's 4 hour session each week.

Olympic Avenue Kindergarten aims to be allergy aware. There are children each year who are enrolled at the kindergarten who have life threatening allergies to nuts and other foods. Consequently, no food items containing nuts should be brought to the kindergarten. This includes peanut butter and Nutella. **Furthermore no food containing nuts should be sent to the kindergarten even if it is to be consumed after the kindergarten session for example at the park or if it is to be consumed by siblings of the kindergarten children.**

We promote healthy eating choices. No junk food or popcorn are to be brought to the kindergarten. If children enrolled at the kindergarten have an allergy to eggs or wheat, we will request no egg cartons or cereal boxes be brought to the kindergarten.

CLOTHING

It is important that you dress your child in comfortable, sensible clothing that allows them to run, climb and take part in messy play. While we do provide smocks for messy activities, children still often manage to get dirty. Strong shoes or sandals that fasten or tie to provide secure motor control are essential. **NO thongs or crocs.**

SUN PROTECTION

Olympic Avenue Kindergarten is a SunSmart kindergarten. Sunhats must be worn by the children in Terms 1 and 4 and are optional in Terms 2 and 3. Sunhats should provide shade to the face, back of the neck and ears, i.e. a broad brimmed, legionnaire or bucket hat. If the child does not bring a suitable sun hat and there are insufficient spare hats available, then there is a 'no hat, no outside play' policy.

It is also the responsibility of the parent/guardian to ensure that an SPF30+ broad-spectrum water resistant sunscreen is applied prior to the kindergarten sessions. Spare sunscreen should be included in the child's kindergarten bag. We also ask that children wear sun-protective clothing to minimise sun exposure to skin.

LIBRARY BAG (FROM TERM 2)

Your child may borrow a library book to take home from 2nd term. The book must be returned the following week. Library Day is Tuesday for both groups. Please use a named drawstring library bag for this purpose.

ARRIVAL AND DEPARTURE

The Department of Education and Early Childhood Development (DEECD) Regulations require parents to sign, in a bound book, the time of their child's arrival and departure from each kindergarten session. Also to be noted is the name(s) of the person(s) who will be bringing and collecting your child from kindergarten. This is a safety precaution.

The Attendance Book is located for this purpose in the entry foyer. Parents are asked to wait in this area until the playroom door is opened at the beginning and end of the kindergarten sessions. Children must not be left at kindergarten outside the stated hours of attendance. No responsibility will be taken for children left early as staff are busy preparing equipment and cannot supervise. A fee for late pick up may be applicable.

If your child is being picked up by someone not authorised by you on the enrolment form e.g. a play date, please use a "Casual Collection" permission form available from staff. A copy of the casual collection form can be found on page 17.

DELIVERY AND COLLECTION OF CHILDREN POLICY

Olympic Avenue Kindergarten is committed to:

- The safe and orderly delivery and collection of children being cared for at Olympic Avenue Kindergarten.
- Fulfilling its duty of care to the children.
- Encouraging families to deliver and collect their child/children on time, for the programs in which they are involved.
- Complying with all legislative requirements.

DELIVERY OF THE CHILD TO THE KINDERGARTEN AND DUTY OF CARE

An attendance book will be provided on the table in the foyer in which parents/guardians or carers will enter the following details:

- the person who brought the child to kindergarten
- the time the child arrived
- the name of the person who will be responsible for collecting the child/children from the centre

The responsibility for the supervision of children remains with the parent/guardian or carer until the session/program commences and the child is delivered into the kindergarten activity room (the child is still the parents' responsibility while waiting for kindergarten to start in the foyer area, and again once the session has ended). The staff at the kindergarten will not accept custody of any child, for legal reasons, prior to the official starting time and cannot accept responsibility of the child.

A member of staff will sign the attendance book if for any reason it is not completed by the parent/guardian or carer and will monitor the attendance book regularly. This includes immediately prior to the commencement of the program, during the program and after collection of children from the program. Staff members are responsible for making sure that the attendance book accurately reflects the start time of the session and the actual time the child is picked up.

****Children who accompany their parents/guardians or carers, but are not enrolled in the program operating at that time, need to be closely supervised, and are the responsibility of the parents/guardians or carers while they are on the premises.**

COLLECTION FROM KINDERGARTEN

Parents/guardians or carers need to enter the following details in the attendance register:

- the signature of the person who collects the child
- the exact time of collection

The staff will complete this task if for any reason it is not completed by the parent/guardian or carer.

Once a staff member releases the child into the care of the parent/guardian or carer picking up the child, the child's supervision is the responsibility of the parents/guardians or carers while they are still on the premises.

Staff will only release a child to the parent/guardian nominated on the enrolment form. The parent must notify staff in writing if someone different will be collecting the child at the end of the session. Casual collection forms are obtained from the office and, once filled out, given to the teacher of that child's session.

Staff must be notified about any custody issue or court orders that may affect the collection of the child and who is authorised to collect the child on that day.

If staff are concerned that releasing a child to the parent/guardian, or a person authorised to collect the child, could put the child at risk, they will seek an opinion from another staff member and/or Committee Members before making a decision.

PROCEDURE: LATE COLLECTION OF A CHILD

It is the responsibility of parents/guardians to collect their child promptly at the conclusion of the session. The Committee recognises that there may be isolated occasions when parents/guardians may be delayed. In this case, please notify the kindergarten as soon as possible.

However, the Committee also has a responsibility for staff who have other tasks to complete after the conclusion of the session, and who must be paid if they remain after their rostered finishing time. A late pick up fee is therefore charged if the child is picked up more than 15 minutes late consistently (this is considered to be on the third recurrence of lateness in one term).

If the parent/guardian is between 15 and 30 minutes late, a \$15 fee may be charged. If the parent/guardian is over 30 minutes late collecting their child, the fee will be an initial \$15, then \$10 for every 10 minutes, or part thereof, after that. The procedure for the recovery of a late fee is set out in the kindergarten's Fee Policy.

Where a late fee could apply, the times are accurately recorded into the attendance book by the teacher and signed by the parent, the reason for the late collection is documented and the Committee is notified.

The Committee, most importantly, has a duty of care to the child until the child is collected, and a procedure has been outlined below in the unlikely event a child is not collected within a reasonable amount of time from the kindergarten and a parent or guardian has not contacted the kindergarten.

Step 1: Where the parent/guardian or carer is over 15 minutes late in collecting their child and has not notified the kindergarten that they will be late, the staff will contact the parents/guardians or carer of the child. If they are not available, the other persons authorised to collect the child (on the child's enrolment form) will be contacted, requesting that they collect the child.

Step 2: After 30 minutes, if the parents/guardians or carers or authorised persons cannot be contacted, the staff will contact the **licensee** representatives (please note: **Licensee Representatives** are members of the Committee who have been police checked and assessed as 'fit and proper persons' under the Children's Services Regulations 2009). Continuing attempts will be made to contact the parents/guardians or carers and authorised persons and the staff will remain on the premises with the child until relieved by **licensee** representatives. Two **licensees** will remain on the premises with the child at all times until the child is able to be collected.

Step 3: If the parents/guardians or carers and authorised persons are unable to be contacted, the local police may be requested to visit the parents/guardians or carers address to ascertain if there is a problem/illness. At this time, the licensee representatives or staff will notify the regional Children's Services Adviser at the DHS of the current situation and procedure being undertaken. If the Children's Services Adviser cannot be contacted, they will document the date, time and reason for the call, and contact the Children's Services Adviser as soon as possible.

Step 4: After a period of time determined by the **licensees** representative in consultation with staff, the **licensee** representatives or staff member will contact the DHS Child Protection Services stating the kindergarten is unable to contact parent/guardian or carer or emergency contacts for the child/children. The **licensee** representatives or the staff will then follow the advice given to them by the Child Protection Services.

Telephone numbers of the children's parents/guardians or carers, and the other people nominated to be contacted to collect the child are held according to privacy regulations etc. and to be used by the staff. Telephone numbers are clearly displayed near the phone for the **licensee** representatives, DHS regional Children's Services Adviser, and Child Protection Services, the local Police station and the afterhours telephone number for Child Protection Services.

Telephone numbers DHS Child Protection Services after hours toll free number – **131278**.

This policy was adopted by the Committee of Management at the meeting on 22/6/10.

Review Date: This policy shall be reviewed by June 2012.

FEES INFORMATION

Fees are determined each year by the Committee of Management based on enrolment numbers and in direct proportion to the cost of running the kindergarten program. Olympic Avenue Kindergarten is a non-profit organization. The fees for four year olds in 2011 will be \$275 per term and for 3 year olds \$287 per term. (See table below for outline of fees). Four year old fees are usually slightly lower than three year old fees as the four year old placements are subsidised by Government. Check with Centrelink to see if you are entitled to a rebate on your fees.

Year level	3yo 2011	4yo 2011
Fees Per Term	\$262	\$235
Enrolment Fee	\$50	\$50
Fundraising Levy	\$10	\$10
Administration Levy	\$10	\$10
Excursion and Incursion Levy	\$5	\$20
Working Bee Levy (Refunded on attendance of a working bee)	(\$80)	(\$80)
Late Fee (Payable only if fees are paid after the due date)	(\$10)	(\$10)
Total Per Term:	\$287 + \$80 working bee levy	\$275 + \$80 working bee levy

FUNDRAISING LEVY

The fundraising levy has been applied to all families but any special projects initiated by the Committee in 2011 may necessitate further fundraising events throughout the year.

WORKING BEE LEVY

A working bee levy of \$80.00 will be added to your first term's fees. This will be refunded, in Term 4, on the completion of a working bee sometime in the year.

PAYMENT METHODS

Fees are due in advance. Two weeks prior to the end of the previous term, an invoice detailing your fees will be placed in your child's pocket. Fees for term 1 can be paid at the AGM and will be due the first week of the first term. Term 2 fees will be due by the last day of term 1. **If possible, please pay your fees by internet transfer.** Please place your fees slip (and payment if paying by cheque) in the "Fees Box" located inside the kindergarten. If payment has not been made prior to the last day of the previous term and no arrangements have been made with the office manager, a late fee of \$10 will be charged.

EFT/internet transfer: details are as follows:

Victoria Teachers Credit Union: BSB – 704 191	Account number: 155886
Account name: Olympic Avenue Kindergarten	Reference: Child's name & Group

So that the office manager knows that payment has been made, please circle the payment method on the fees slip and place in the fees box. **Please remember to add your child's name & group to the internet banking details so that they appear on the kindergarten's statement.**

Cash or cheque: Cash payments will be accepted in the kindergarten Office on Mondays 11.30 – 12.30 and Wednesdays 12.30 – 1.30 only. All cheques are to be made out to “Olympic Avenue Kindergarten” and placed in an envelope with your child’s name & group on the front. This is then to be placed in the fees box.

Fees Concessions: Families with 2 or more children at OAK at the same time will be asked to contribute only one fundraising levy. **(\$10.00 per term)**. Fees due will be adjusted accordingly.

Any four year old family with an appropriate concession card is eligible for the first 10 hours of kindergarten each week at no cost. The additional hour of kindergarten each week is charged at the standard hourly rate. Fees will be adjusted accordingly. Eligible families are still required to pay the levies and enrolment fee. If there are any problems or queries regarding fees, please do not hesitate to contact us. Unfortunately there is no reduction available for three year old kindergarten fees.

KINDERGARTEN FEE SUBSIDY (FOUR YEAR OLD GROUPS ONLY)

The kindergarten fee subsidy provides eligible concession card holders and their families with access to 10 hours per week of a kindergarten program for no more than the kindergarten fee subsidy, that is, for free.

The kindergarten fee subsidy is paid to funded organisations to directly reduce the kindergarten fee paid by eligible families. The kindergarten is eligible to receive the kindergarten fee subsidy for each child who meets the following criteria:

The child:

- is eligible to attend a funded kindergarten program
- and
- individually holds, or has a parent or guardian who holds, a Commonwealth Health Care Card, a Commonwealth Pensioner Concession Card, Temporary Protection / Humanitarian Visas 447, 451, 785 and 786, or a Department of Veterans’ Affairs Gold Card
- or**
- is an asylum seeker, refugee or special humanitarian entrant
- or
- the child is identified on the birth certificate as a triplet or quadruplet, and
- the other two or three children on the birth certificate are attending a funded kindergarten program, and
- the family does not have ‘approved’ Commonwealth Child Care Benefit applied to the fee paid for the time spent in the funded kindergarten program.

CLAIMING THE KINDERGARTEN FEE SUBSIDY

- The parent/guardian must notify the Administration Assistant of their eligibility and show their Health Care Card, Pension Card or visa when enrolling their child in the kindergarten or at the start of the year.
- The kindergarten will make the claim for the fee subsidy to the Department of Education and Early Childhood Development on behalf of the child.
- The kindergarten fee subsidy can be applied for at any time during the year, such as if a child joins the kindergarten part way through the year.
- The kindergarten will issue a fees notice each term adjusted for the kindergarten fee subsidy.

INFORMATION FOR PARENTS ABOUT KINDERGARTEN

ENROLMENT PROCEDURE

Olympic Avenue Kindergarten participates in the central enrolment scheme at Bayside Council. Enrolment forms are available at the kindergarten, or can be downloaded by accessing the site below. Places for the kindergarten program within the City of Bayside are allocated according to a number of criteria, which are regularly reviewed. Information regarding the criteria for the Bayside Central enrolment scheme, as well as the enrolment application form, can be obtained from Bayside City Council at 27 Royal Avenue, Sandringham, 3191 or from the Council's website at: http://www.bayside.vic.gov.au/children_kindergarten_information.htm

KINDERGARTEN AND LAUNDRY DUTY

During each term, you will be asked to come into the kindergarten during your child's session to help with our activities. Thank you for your time. Your help is greatly appreciated.

Morning Sessions

- Join in welcoming/music mat time
- Fill four water jugs with water and put these on the trolley with 25 cups. Add 2 scrap bowls to the trolley. Bring trolley into the playroom
- Help teachers indoors/outdoors as required

When most children have had water & fruit, wash and dry cups and scrap bowls:

- Put scraps into the compost bins located in the quiet garden or behind the shed
- Help to clear away creative activities as directed by the teachers
- Help to tidy garden and pack away as directed by teachers
- Sweep around sandpit and sweep tanbark from paths at storytime
- At storytime, sweep and mop bathroom and wipe down basins/toilets in readiness for next session
- Blue group – sweep under lunch tables/wipe down tables (Wednesdays)

Afternoon Sessions

Red group – after music, children wash their hands and sit on the floor for lunch (Mondays)

Both groups – follow morning schedule

Bathroom need not be cleaned as the cleaner comes each night

Smocks are provided by the kindergarten for the children's use during messy activities. At the end of each week, the smocks are sent home with one of the parents to be washed. A roster will be drawn up for this duty and the laundry is to be returned at the beginning of the following week. Paper towel for drying hands will be provided for the children's use in the bathroom rather than hand towels to avoid cross-infection.

ILLNESS

Please keep your child at home if he/she is not feeling well or shows any signs of infectious illness. Ring and inform the staff of the reason for your child's absence. If your child becomes unwell whilst at kindergarten, we will make all attempts to make your child comfortable and you will be notified immediately. In regard to infectious and communicable diseases, a table is on display on the Foyer Notice Board listing the current minimum periods of exclusion from Children's Services Centres.

EXCURSIONS

During the year excursions may be organised according to areas of educational interest.

Provisional List of Incursions for 2011

Seaweed Sally
Lightning Creek Band
Rabbit Rearing
Wiggly Worm
Pet Educator
Storytime

Provisional List of Excursions for 2011

Melbourne Symphony Orchestra
Rickett's Point
Traffic School

Parental permission is required for your child's participation on excursions and an indemnity form will be sent home which must be signed and returned prior to the excursion. Also, DHS requires us to have a ratio of one adult to every two children on excursions, so parental help is needed. No toddlers please on excursions. Visits to the kindergarten by performing artists will be regularly organised.

LIBRARY BAG (FROM TERM 2)

Your child may borrow a library book to take home from 2nd term. The book must be returned the following week. Library Day is Tuesday for both groups. Please use a named drawstring library bag for this purpose.

IMMUNISATION

All children should be immunised in order to attend kindergarten. Please let the staff know when your child has an immunisation so that his/her enrolment details can be updated.

BIRTHDAYS

In order to promote healthy eating habits and in recognition of the increasing number of food allergies experienced by children, we ask that you refrain from bringing any treats (or trinkets) to distribute to the children.

We will acknowledge and celebrate your child's birthday with activities such as singing and blowing out candles during the kindergarten session.

SUGGESTION BOX

A Suggestion Box is located in the entrance foyer for any contributions, ideas or comments you would like to make in regard to any aspect of the kindergarten. Please include your name with your comments as they made need to be further discussed with you as to appropriateness of the idea or to clarify why things are organised a certain way.

NOTICES AND NEWSLETTERS

Throughout the year, you will receive newsletters outlining the educational program and informing you of any upcoming events. There will also be many other notices from the Committee of Management in regards to social and other events. It is in your interest to read these newsletters in order to keep up to date with what it is going on. It is parents' own responsibility to collect notices from the individual pockets in the entrance foyer. Other news, duty rosters, community notices and items of interest will be displayed for you on the Parents' Notice Board.

HIRE OF THE KINDERGARTEN FOR PARTIES

Current parents are able to hire the kindergarten for children's birthday parties for \$60.00 plus \$90.00 bond. Please note the kindergarten is not hired out during school holidays or working bee weekends. If you are a current kindergarten parent and wish to hire the kindergarten please complete the form available on our website – www.olympicavenuekinder.com.au. Forms can be emailed to: kinderhire@olympicavenuekinder.com.au

UNIFORMS

Olympic Avenue Kindergarten has a number of uniform items for sale:

- LEGIONNAIRE HATS (Blue or Red) \$6.00,
- IRON ON TRANSFERS (Black or White) \$2.00,
- KINDERGARTEN BAGS \$10.00.

To make a purchase: Please use the ordering envelopes located in the foyer of the kindergarten.

Order Collection: Please allow three working days for your order to be processed. It will then be ready for collection from the kindergarten office. Please see one of the staff members in the office.

POLICIES

A copy of Olympic Avenue Kindergarten's policies are available in the foyer of the kindergarten and on the website. Following is a list of the policies available on our website:

- Parental Access and Involvement
- Delivery and Collection of Children
- Complaints
- Allergy, Asthma and Anaphylaxis
- Behaviour Guidance
- Illness and Emergency Care
- Privacy
- Information Technology Use
- Sun Protection
- Hiv/Aids and Hepatitis
- Excursions
- Hygiene and Food Safety
- Enrolment
- Occupational Health and Safety Policy
- Fees
- Qualified Staff
- Inclusion of Children with Additional Needs

PRIVACY

We believe your privacy is important. We have put in place a Privacy Policy which illustrates how we will collect, use, disclose, manage and transfer personal information including health information.

PRIVACY POLICY

Our service is, in some of its activities, bound by privacy legislation. If we need to collect health information we are subject to the Health Records Act (Vic). If we have collected information as a service provider to the state government, we are covered by the Information Privacy Act (Vic). Otherwise, for all other transactions involving personal information, we are not covered by privacy legislation, and our Privacy Policy may not apply.

Purpose for which information is collected.

The reasons for which we generally collect personal information are:

Personal information and health information collected in relation to:	Primary purpose for which information will be used
Children and parents/guardians	To enable us to provide for the education and care of the child attending the service and to enable us to manage and administer the services as we are required.
Committee Members	For the management of the service by the Committee
Job applicants, employees, contractors, volunteers and students	To assess and (if necessary) to engage the employees, contractors, volunteers or students, as the case may be: To administer the individuals employment, contracts or placement of students and volunteers.

You should be aware that under relevant privacy legislation, other uses and disclosures of personal information are permitted, as set out in that legislation.

Disclosure of personal information, including health information.

We may disclose some personal information, including health information, held about an individual to:

- Government departments or agencies as part of our legal and funding obligations;
- Local Government in relation to enrolment details for planning purposes;
- Organisations providing services related to employee entitlements and employment;
- Anyone to whom the individual authorises us to disclose information.

Laws that require us to collect specific information

The Children's Services Regulations 2009, Children's Services Act 1996, Incorporations Act 1981 and employment related laws and agreements require us to collect specific information. Failure to provide the required information could affect:

- A child's enrolment at the service;
- An employee's employment;
- The Committee's ability to function as an incorporated association.

Access to information

Individuals on whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our Privacy Policy, which is available on request.

PARENTS' BORROWING LIBRARY

Take advantage of the Parents' Borrowing Library located in the entrance foyer. Feel free to glance at or borrow the many interesting books and articles concerning child development issues.

All books can be borrowed for up to one week, with a maximum of two books at any one time. There is a borrowing book that needs to be filled in when books are borrowed and returned. The following table lists the books available at Olympic Avenue Kindergarten.

Title	Author(s)
Families and diversity	
The Family Book	Todd Parr
Everyday Learning about Brothers and Sisters	Gerrie Mackay
Piggybook	Anthony Browne
Adopted	Judith Greenberg & Helen Carey
William's Doll	Charlotte Zolotow
Living In a Stepfamily	Ruth Webber
Activities	
Five Little Monkeys – over 50 action and counting rhymes	Zita Newcome
Just Imagine! Creative play experiences for children under six	Sue Crook and Betty Farmer
Meditations for Kids by Kids	Jarrah, Tahnaya & Jessica Wynne
Around the World Art and Activities; visiting the 7 continents through craft fun	Judy Press
The Little Hands Art Book; Exploring Arts and Crafts with 2 to 6 Year-olds	Judy Press
Simply Create! Providing opportunities for young children to express themselves	Kerryn Jones
The Little Hands Big Fun Craft Book: creative fun for 2 to 6 year olds	Judy Press
Just Investigate! Science and Technology Experiences for Young Children	Tracy Young and Sue Elliott
Just Discover! Connecting Young Children with the Natural World	Tracy Young and Sue Elliott
Just Improve! Innovative Play Experiences for Children under Eight	Sue Crook
Simply Music! Innovative Music Experiences for Children under Five	
What Will We Play Today?	
Kites to Make and Fly	Penny Kazimierczak
Child Art: A Parents Handbook	
Presents: Making Them Match People	Veronica Larkin & Louie Suthers
Gardening: How to Grow Things	Jack Newnham
Toys to Make: Over 60 simple, educational toys for babies and preschoolers	Bob Greaves McPhee Gribble Publishers
	Susan Esdaile and Angela Sanderson
Cooking and Food	
Children's First Cookbook (2 copies)	Annabel Karmel
My First Food Book	Miriam Stoppard
Family Cookbook (100 delicious recipes)	Peter Russell-Clarke

<p>Reading</p> <p>Simply Poetry</p> <p>Reading Magic – How your child can learn to read before school – and other read-aloud miracles</p> <p>Reading Right from The Start: What Parents Can Do in the First Five Years</p> <p>Best Books For Children</p> <p>Babies Need Books: sharing the joy of books with your child from birth to six</p>	<p>Ellinor and David Campbell Mem Fox</p> <p>Toni S. Bickart and Diane Trister Dodge Belle Alderman Dorothy Butler</p>
<p>Grief and Difficult times</p> <p>Grief and Loss in Childhood; Exploring Childhood Bereavement</p> <p>Helping Children in Times of Need: Grief, Loss, Separation and Divorce</p> <p>Beginnings and Endings with Lifetimes in Between</p> <p>Annie Stories: For parents of children troubled by divorce, nightmares, death, a new baby, starting school and other fears</p>	<p>Margaret A. Carter Judith A. Parker</p> <p>Bryan Mellone and Robert Ingpen Doris Brett</p>
<p>Raising Children</p> <p>Raising Boys</p> <p>Young Children with Attention Difficulties – how can we help?</p> <p>Our Family is starting School – a handbook for Parents and carers</p> <p>The Secret of Happy Children</p> <p>Raising Girls</p> <p>Everyday Learning about Children’s Behaviour</p> <p>Everyday Learning about Fears and Anxieties</p> <p>Everyday Learning about Fussy Eaters</p> <p>What’s the Hurry? Reclaiming Childhood in an Overscheduled World</p> <p>Everyday Learning about Talking</p> <p>The Power of Positive Talk: words to help every child succeed</p> <p>Preparing for School</p> <p>Ourselves in Their Shoes: the child’s view</p>	<p>Steve Biddulph Diana Roe Bob Perry and Sue Dockett</p> <p>Steve Biddulph Gisela Preuschoff Pam Links Diana Roe Dr. Robyn Leeson Kathy Walker Julie Campbell Douglas Bock, MA Education Dept of Australia Anne Willis Stonehouse</p>
<p>Allergies, Asthma and Illnesses</p> <p>Off to School with Food Allergies; A Guide For Teachers</p> <p>Off To School with Food Allergies: A Guide For Parents</p> <p>Just One Little Bite Can Hurt: Important Facts About Anaphylaxis</p> <p>Letting Go: Teaching a Child Responsibility</p> <p>Mummy, Why Can’t I Breathe?</p> <p>I Have Diabetes</p> <p>Jeremy’s Cake</p>	<p>The Food allergy and Anaphylaxis Network</p> <p>The Food Allergy and Anaphylaxis Network</p> <p>The Food Allergy and Anaphylaxis Network</p> <p>The Food Allergy and Anaphylaxis Network</p> <p>The Food Allergy and Anaphylaxis Network</p> <p>Pearl Wilson and James Barbone Althea Bethany Tucker</p>
<p>Miscellaneous</p> <p>Bayside Council Parent Resource Booklet 2007</p> <p>Dr. Rabbit Comes to pre-school: an early oral health adventure</p> <p>Positive Parenting Program: resources for parents – a positive approach to raising children</p>	<p>Bayside City Council Colgate (VIDEO) Dept of Human Services</p>

KINDERGARTEN COMMITTEE OF MANAGEMENT 2011

Olympic Avenue Kindergarten (OAK) is run by a voluntary Parent Management Committee made up of parents of children who attend the kindergarten. OAK is registered as a Children's Services Centre Class 1 under the Department of Education and Early Childhood Development (DEECD), Victoria. We are governed by our Constitution as an Incorporated Association. The Committee Members are a dedicated and enthusiastic group of people who welcome any suggestions with regards to the running of the kindergarten from both the teachers and parents.

President	Coordinates the running of the kindergarten, chairs monthly meetings and AGM, attends Bayside Council kindergarten meetings, and oversees day to day issues. Supervises Administrator. Ideally should bring management/organisation and good communication skills to the position.
Vice President	Deputises for President, arranges emergency staff in the event of illness, coordinates annual parent survey, researches and applies for grants and organises and oversees kindergarten hire.
Secretary	Prepares committee lists and meeting agendas, organises meeting dates, takes minutes and disseminates information. Assists the teachers with document preparation/typing. Needs organisation and computer skills including email, internet, folder (directory) management and Word.
Treasurer	Responsible for payment of invoices, banking and petty cash. Liaise with the externally appointed bookkeeper to ensure all reporting and budgeting is prepared accurately, and provide the monthly invoices, bank statements and the Fees Officers Fee Collection reports for the bookkeeper to prepare the accounts, quarterly BAS statements, and other mandatory reporting.
Maintenance Officer	Liaise with staff, President and Bayside Council regarding maintenance issues relating to the building, plumbing etc. Responsible for general fix-it type jobs around the kindergarten relating to equipment. This position is hands-on and repairs need to be carried out in a timely manner.
Working Bee Officer	Responsible for arranging and supervising Working Bees, liaises with the Maintenance officer and may need to back him/her up on occasion Helps if the person is handy and has good people skills.
Garden Officer	Ensures all areas of the garden and indoor plants are maintained. Jobs are carried out by a number of different people and the Garden Officer needs to liaise with Maintenance and Working Bee Officers, council and horticulture professionals as well as parent helpers to ensure all these jobs are completed.
Communications Officer	Prepares and distributes regular newsletters for parents; ideally a creative person who has computer skills in Powerpoint, Word and PDF conversion. May also involve promotion of OAK in the community. Liaises with Web Designer regarding updates to the OAK website.
Social	Four Team Members are responsible for organising social events such as the welcome BBQ and annual fundraiser event, as well as group outings and other social activities and fundraisers throughout the year. This team should have representatives from each of the three and four year old groups.
Social Coordinator	Coordinates the social committee, be contact point for social committee for staff, Committee and families.
Supplies	Ensure First Aid supplies are within date and purchase any other equipment and supplies as advised by teaching staff/Committee.

CASUAL COLLECTION FORM

This form is to be completed on the day when someone other than a person nominated on your Enrolment Form is collecting your child from the kindergarten.

Date: _____

Name of Child: _____

I give permission for: _____ to collect my child today
(name of person)

Address: _____

Telephone: _____

Signed (parent/guardian): _____

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This form is to be completed on the day when someone other than a person nominated on your Enrolment Form is collecting your child from the kindergarten.

Date: _____

Name of Child: _____

I give permission for: _____ to collect my child today
(name of person)

Address: _____

Telephone: _____

Signed (parent/guardian): _____

WASTE MATERIALS

Please don't throw anything away before asking whether the kindergarten could use it. We have many uses for old bits and pieces. Here is an Alphabet of Waste:

- A Alfoil rolls and containers, acorns
- B Beads, buttons, braids, balloons, boxes, bottles (plastic), bottle tops, bark, brown paper
- C Cotton wool, confetti, cardboard, cotton reels, corks, cellophane, cards, clay, computer, candles
- D Doilies, dried flowers, dress-ups
- E Egg cartons, envelopes
- F Flowers, fabric, felt, fluff, feathers
- G Glitter
- H Hoops, hairclips
- I Interesting waste, icy pole sticks, ice-cream containers (washed)
- J Jewellery (old or broken beads etc)
- K Knitting
- L Linen, leaves, lace, laces
- M Medicine boxes, milk cartons (washed), magazines, margarine containers, matchsticks (without heads), material
- N Newspapers, needles, net, noodles
- O Oval and oblong shapes
- P Plastic bottles, paper (A4 size, coloured and plain), pipe cleaners, paper bags
- Q Quilting
- R Rope, reels, ribbons
- S String, silver paper, squares, straws, sponges
- T Toothpaste boxes, tops (deodorant, textas etc), towelling
- U Upholstery materials
- V Velvet, vases
- W Water play equipment, wool, and wrapping paper
- X Xray film
- Y Yoghurt containers (washed)
- Z Zoo animals

WHAT TO BRING CHECKLIST

- ❑ Kindergarten Bag – large (named)
- ❑ Full change of clothes (named)
- ❑ Sunhat for Terms 1 and 4 (named)
- ❑ 1 large Box Tissues (1st term only)
- ❑ Coat in Winter (named)
- ❑ Library Bag (Terms 2 to 4) (named)
- ❑ Container of fruit every day (named)
- ❑ Lunch on Monday (Red group) or Wednesday (Blue Group)

Term Dates & Session Times

Red Group: Mon 12.30pm – 4.30pm Tues 8.30am – 12.00pm Thurs 8.30am – 12.00pm
 Blue Group: Tues 1:00pm – 4.30pm Wed 8.30am – 12.30pm Thurs 1:00pm – 4.30pm

TERM DATES 2011

First Term

Tuesday	1 st February	Teachers' Prep Day
Wednesday	2 nd February	Teachers' Prep Day
Thursday	3 rd February	4 year old interviews
Friday	4 th February	3 year old interviews
Monday	7th February	Kindergarten Sessions begin
Monday	14 th March	Labour Day – Kindergarten closed
Friday	8th April	Last day of Kindergarten for Term 1

Second Term

Monday	27th April	Kindergarten re-opens
Monday	13 th June	Queen's Birthday – Kindergarten closed
Friday	1st July	Last day of Kindergarten for Term 2

Third Term

Monday	18th July	Kindergarten re-opens
Friday	23rd September	Last day of Kindergarten for Term 3

Fourth Term

Monday	10th October	Kindergarten re-opens
Monday	30 th October	Kindergarten closed
Tuesday	1 st November	Cup Day – Kindergarten closed
Monday	19th December	Last day of Kindergarten – Yellow Group
Tuesday	20th December	Last day of Kindergarten – Red Group
Wednesday	21st December	Last day of Kindergarten – Blue Group
Wednesday	21st December	Last day of Kindergarten – Orange Group
Thursday	22 nd December	Teachers' tidy up day

There are NO Sessions on Public Holidays. Replacement days are not offered.

Public Holidays: Labour Day, Queen's Birthday, Melbourne Cup.

The kindergarten is closed on the Monday before Melbourne Cup day.