Waverley Christian College

Kindergarten Information Handbook

2016

Principal: Mr Peter Sheahan
Head of Primary: Mr Joe Belousoff
Kindergarten Co-ordinator: Miss Sarah Wheatland

Koalas Group
Kinder Teacher: Mrs Alyce Picone – picone.a@wcc.vic.edu.au
Kinder Assistants: Mrs Ros Dobie and Mrs Ervina Wee

Possums Group
Kinder Teacher: Miss Sarah Wheatland – wheatland.s@wcc.vic.edu.au
Kinder Assistants: Mrs Robyn Chapman and Mrs Ervina Wee

1248 High Street Road, Wantirna South, 3152
Telephone (Kinder): 9871 8621
Telephone (College): 9871 8600
Telephone ABSENCES (Primary): 9871 8663

Reg No: A0018722X  ABN: 48 847 193 961
Welcome to the Waverley Christian College Kindergarten

Introduction

Thank you for choosing Waverley Christian College Kindergarten as the beginning of your child’s education. We are privileged to spend this year with you.

We trust that your time with the kindergarten team will be a happy and rewarding experience for you and your child. Kindergarten is an exciting time in a child’s life, and it can provide many opportunities for both parents and children to learn, meet new friends and have lots of fun.

We love family involvement and hope to see and hear from you frequently throughout the year. We want the very best for you and your child and trust that we will have a wonderful year together.

The Christian Kindergarten

As a Christian kindergarten, our main goals are:

~ to encourage the children to have a relationship with God;
~ to continually develop this relationship; and
~ to be challenged to respond to Him in faith and obedience.

We believe that the family has the God-given task of raising and educating their children to know the Lord Jesus Christ and to follow the teachings of the Bible.

In view of this, the two basic principles that govern our kindergarten are:

• We support the parent’s role in educating their children, and
• In all areas of life, (in this case education) we are guided by biblical principles.

Therefore whether at home or kindergarten, parents and educators will endeavour to work in harmony to educate each child. This harmony will be evident in the Christian attitudes, principles and values fostered in our Kindergarten. The educational practices and standards will be guided by biblical principles. Our aim is to nurture your child in their relationship with God and His direction for their life.

The Kindergarten Rationale

The kindergarten program is provided for children who are four years of age (by the end of April of the current year) and are enrolled for Prep in either the Wantirna South or Narre Warren South campus of Waverley Christian College in the following year.

The kindergarten aims to provide a holistic educational experience, preparing each child for school spiritually, intellectually, physically, socially and emotionally, while giving them a love of learning that will last their lifetime.

Every child is different and therefore they learn in different ways and at different rates. To cater for the needs of every child, the kindergarten program is based on observations of the children, the children’s interests, parental suggestions and the educators understanding of developmental progress. The kindergarten program is changed every two or three weeks and will be available on the kindergarten SEQT page and in the program folder on the sign in desk.

Kindergarten education is a play-based program. The children are able to move freely between activities and work at their own pace under the guidance of the educators. There are more focused instruction times, but they are delivered in a play-based format which allows the children to interact when they feel comfortable. Children are active learners who learn best when they are involved. The children are provided with numerous opportunities to initiate, discover, create, dismantle and re-assemble, discuss, grapple with challenges, solve problems, plan and collaborate, all of which helps them to become personally involved, and therefore more interested in their learning.

As well as developing individually, your child will participate in many activities across many disciplines. The program incorporates science and the environment; numeracy; language and communication; social studies; information and communications technology; art and creativity; music; movement; dramatic play and learning scriptures.
Kindergarten Staff and Qualifications

Koalas Group Teacher

Mrs Alyce Picone - Bachelor of Education (Early Childhood)

Koalas Group Assistant

Mrs Ros Dobie – Diploma of Teaching (Early Childhood)

Kindergarten Coordinator and Possums Group Teacher

Miss Sarah Wheatland - Bachelor of Education (Early Childhood)

Possums Group Assistant

Mrs Robyn Chapman – Diploma of Children’s Services

Both Groups Assistant

Mrs Ervina Wee – Certificate V in Children’s Services

Hours and Dates of Operation

Term 1, Week 1

<table>
<thead>
<tr>
<th>Monday 1st February</th>
<th>Half day sessions (students attend kindergarten while parents attend information session)</th>
<th>Possums</th>
<th>8.30am – 11.30am Koalas</th>
<th>12pm – 3 pm</th>
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<tbody>
<tr>
<td>Tuesday 2nd February</td>
<td>Possums first full day</td>
<td></td>
<td>8.30am – 3pm</td>
<td></td>
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<tr>
<td>Wednesday 3rd February</td>
<td>Koalas first full day</td>
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<td>8.30am – 3pm</td>
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Term 1, Week 2 onwards

<table>
<thead>
<tr>
<th>Monday</th>
<th>Possums group (AM)</th>
<th>8.30am – 11.30am</th>
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<tbody>
<tr>
<td></td>
<td>Koalas group (PM)</td>
<td>12pm – 3pm</td>
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<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Possums group</th>
<th>8.30am – 3pm</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>Koalas group</td>
<td>8.30am – 3pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Possums group</td>
<td>8.30am – 3pm</td>
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<tr>
<td>Friday</td>
<td>Koalas group</td>
<td>8.30am – 3pm</td>
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Term Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Date Range</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Monday 1st February – Thursday 24th March</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 11th April – Friday 24th June</td>
</tr>
<tr>
<td>Term 3</td>
<td>Thursday 14th July – Friday 16th September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 3rd October – Friday 9th December</td>
</tr>
<tr>
<td>Possums graduation</td>
<td>6-8pm, 6th December</td>
</tr>
<tr>
<td>Koalas graduation</td>
<td>6-8pm, 7th December</td>
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Operation of Kindergarten

Arrival and Departure

At the beginning of the year, parents/carers are requested to accompany their child into the kindergarten room and assist them to put their bags away in their locker, drink bottle in the basket, wash their hands and sit on the red mat. To prepare for a smooth transition into Prep, children should begin to take on this responsibility when they feel comfortable.

It is a regulation that children are signed in to kinder by their parents or a nominated carer.

At the end of the session, parents are requested to collect their child from inside the kinder room so that educators are aware of the child’s departure. Children also need to be signed out as they are collected.

Regulations also require that children attending kindergarten are not to be given into the care of any person other than a guardian of the child, except where authorisation has been given by the guardian. **This authorisation must be in writing.** There is space for these authorisations on your child’s enrolment form. Please update this when necessary throughout the year.

We will ask any person that we do not recognise to provide identification, to prove that they are allowed to collect your child.

Please ensure that you are **on time** to collect your child from each session. Sitting alone after all the other children have gone can be a traumatic experience for your child. If there is an emergency and you are running late, please phone the kindergarten on 9871 8621 or the College office on 9871 8600 so we can explain your whereabouts to your child.

Children attending After School Care (ASC) will be escorted to the ASC room with their bags by a teacher after the other children have been collected.

Late arrival at Kinder

Due to regulations, the kindergarten door is locked during the kinder day. If you are running late and the door is not open when you arrive, please ring the doorbell, located to the right of the door at the eye-level height of an adult.

We ask all parents to be conscious of the starting time of the kinder sessions. Late arrivals to sessions interrupt the starting routine of the room and often cause disruptions to prayer times.

The kindergarten session times are designed to align with the primary school schedule to help families. Morning kinder sessions start at 8.30am, allowing time to drop off your kinder child before walking to the primary school classrooms for their 8.45am start. This system also works in the afternoons, where kinder students are collected at 3.00pm before the primary school is dismissed at 3.15pm.

Absences

If your child will not be attending Kinder, or will be late for a session, **please send an email or phone the Primary School Absences before** the beginning of the session so that the teacher can be informed. Lateness is considered to be 15 minutes after the kindergarten session has started.

The phone number for the Primary Absences Line is: 9871 8663. The Primary Absences email address is wsprimaryabsences@wcc.vic.edu.au.

Please give the information listed in the insert (left) and note that kindergarten students are not to report to the General Office, they need to be walked into the kindergarten room by an adult.

**It would be helpful to program this information into your phone at the beginning of the year so that it is always available.**

If you know that you are going to be away in the future then please notify your teacher of this in writing.
Conflict Minimisers
Our kindergarten is a war-free zone. For this reason we discourage role-play scenarios that can escalate into violent games (ninjas, Star Wars, etc.). There is no concern with the children expressing these interests in other areas such as drawing or painting the characters. Clothing items depicting these characters are acceptable whereas, costumes can only be worn on dress-up days.

Guns, swords and other weapons are not suitable toys to bring to kindergarten. For spiritual reasons all Pokémon and Harry Potter items are not considered appropriate, including toys, clothing, drink bottles etc. If you have any concerns with this, please see the educators.

Outdoor Environment (Playground)
The outdoor environment is a valuable learning area and a rich resource for extending children’s skills and experiences. While we acknowledge that it is not as large as we would like it to be, the dimensions of the kindergarten outdoor area do comply with Department of Human Services regulations.

As the children develop throughout the year, we also use the college facilities to give them more space to run around and get accustomed to the college environment.

If you have any concerns about this matter, please speak to the Kindergarten Coordinator.

Settling in to Kindergarten
All children settle into kindergarten at their own pace. Some settle quickly, others may take a longer period, and others may appear to settle but then experience separation anxiety days, weeks or terms later. It is important for you to be positive and happy about your child attending kindergarten.

Come in and, if needed, stay for a few minutes. Sit on the mat with them during our morning session, settle them into an activity, and then say goodbye and leave. If there are tears, they usually stop shortly after their parents have left. The longer you make the parting, the harder it will be for both you and your child. If your child is anxious, make certain that you are ready to pick up your child when the session ends, so that they are not waiting for you as this can reinforce their worry. Speak to your child the day before and the morning of kindergarten and remind them of all the fun things that they can do. Remember that if you are anxious about kindergarten your child may reflect this.

Some children need a longer, part-time introduction to kindergarten. We will discuss this with you if necessary, and will contact you if your child continues to be upset.

Bringing Items to Kindergarten

Clothing
Your children will be playing at kindergarten and will likely get dirty. We ask that children be dressed in casual clothes. We do supply smocks for messy activities. If your child happens to spill paint on his/her clothes, soak the article in cold water before washing. All our paints are washable.

Please do not discourage your child from doing messy activities such as playing in the sandpit, painting, etc. as these are all important activities for their learning and development.

Make sure your child comes in comfortable, supportive footwear such as shoes with Velcro tabs, runners or sandals, preferably ones that can be put on and taken off without help.

Long dresses, slippers, high heels, ‘crocs’ and thongs should be avoided as they restrict activities and may cause your child to fall.

During Terms 1 and 4 the kindergarten runs a SunSmart Program which requires that the children wear a hat and have their shoulders covered when playing outside; so strappy dresses, singlet-style shirts and ‘muscle’ shirts are not appropriate to wear.

Please try to dress your child in clothes that can be undone easily by your child when going to the toilet.

Please name all items that come to kindergarten – clothing, bags, drink bottles, lunch boxes etc.
Required Items
Most things are supplied by the kindergarten, e.g. Art smocks, but we request that your child brings the following:

- **Drinking bottle** - A named drink bottle filled with water, the children use these during snack and lunch and can access them throughout the day as needed. We will refill the drink bottles from our filtered water tap as needed.
- **Snack** - For snack-time, please send a small healthy prepared snack for your child (e.g. yoghurt, a piece of fruit), in a clearly named box or container. No lollies or chips please.
- **Lunch** - For lunchtime, pack some more healthy food, e.g. sandwich, a wrap, sushi. Please tell your child which food is for snack and which is for lunch. This prevents everything being eaten at one sitting! Please do not send items that need to be heated. Thermoses work well to keep meals warm for the colder months. We also encourage our families to be environmentally friendly and consider bringing ‘rubbish-free’ lunches. For more information, please talk to your teacher.
- **Hat** - A named sun-hat, which covers both the head and the back of the neck to be left in kindergarten all year. Sunglasses are also recommended.
- **Rest time** - a pillow or cushion, a small (cot-sized) sheet, a blanket and a soft toy (if desired) for rest time. All items to be named and brought to each full day session in the rest bag.
- **Spare clothes** - A complete set of spare clothes, even if your child does not have ‘accidents’, there are many reasons that a child will need to change their clothes, e.g. spilling their lunch, water play. Please ensure that these clothes are appropriate for the season

Toys
We have an extensive range of toys and books here at kindergarten and it is therefore unnecessary for your child to bring these items from home. Children can become very upset if precious possessions are lost or broken.

Show and Tell presentations (beginning at the start of term 2) are a time to share special things with the class. Special items should be brought to kindergarten only for this purpose. We ask that the teacher be forewarned so that the treasures can be stored safely.

Recyclable Materials
At kindergarten we love “junk”. Wool, plastic bottle tops, buttons, cardboard rolls (not toilet rolls), plastic trays, ice-cream containers etc., are always useful. Metal bottle tops, material off-cuts and all sorts of bits and pieces are also great – we can use just about anything! We will often ask for collections of specific items for particular activities. We do not have a large storage space, so please only donate small items. We will ask for larger items as we need them.

There is a large purple box placed on the right side of the kindergarten door where these donations can be placed. THANK YOU!!!

Communication

Newsletters
Every fortnight the Principal sends out an email newsletter to all families with current email addresses. This contains current news of the College, any recent achievements, employment opportunities, interesting articles and information from different college departments.

The kindergarten sends out a newsletter specifically catered to the kindergarten at the end of each term. This newsletter will have all the dates to note for the next term, events coming up, any information that needs to be communicated and suggestions for holiday activities.
Notices, Posters and Letters
At kindergarten, the most effective way we have to communicate with all families is by posters and notices placed on the noticeboard so please feel free to read them when you come to pick up your child.

As well as our notice board in the entrance foyer, notices will be on the table beneath the noticeboard and in the kindergarten pockets which are located in the green cupboards next to the sign in table. Please check these pockets every day and take home all notices, children’s work and official letters.

Observations and ‘Learning Stories’
In order to evaluate the current abilities and needs of the children in kinder, regular observations or ‘learning stories’ are taken. These observations detail events or activities in which the children were involved, the learning that they gained from this experience, plans for how this learning will be developed further in the future and follow up notes to track their progress.

Learning stories are a vital part of the teaching and learning cycle at kindergarten as future lessons and programs are designed around the children’s current understanding and interests.

Portfolios
Every kindergarten child will have a portfolio which documents their progress over the kindergarten year. This documentation includes observations and learning stories written by the educators, samples of their artworks, cutting and drawing pages, and pages on all the special events that happen throughout the kindergarten year.

This year we will be using digital portfolios through our CONEQT intranet. Your child’s portfolio can be viewed at any time through your personal login. These digital portfolios will be updated on a monthly basis and will also contain links to view the current learning programs and planned activities.

A copy of the portfolio will be burnt onto a CD to be given to the families at the graduation ceremony at the conclusion of kindergarten.

Reports (Kindergarten Transition & Learning Development Statements)
In November, the educators complete the Kindergarten Transition and Learning Development Statements for all children progressing to Prep the following year. More information about these will be provided and discussed during the parent/teacher interview in September.

These reports detail the child’s development in the Early Years Learning Frameworks (EYLF) areas of Identity, Community, Wellbeing, Learning and Communication; as well as listing the child’s interests at kindergarten and suggestions to the Prep teacher of how well they will settle into school. There is also a parental section that needs to be completed.

These reports help the Prep teacher to get to know your child and their abilities before they begin Prep.

Money Matters
Fees and Levies
Fees for 2016 have been set at $677.50 per Term ($2,710 per annum). A kindergarten levy of $210 and a computer levy of $50 will also be payable. Payments can be made by cheque (to Waverley Christian College), or at the college office by credit card, cash, EFTPOS, Internet BPay or Direct Debit. A variety of payment schedules can be set up at the college.

The Victorian Government provides funding so children can access a kindergarten program in the year before they start school. The funding, a contribution towards meeting the cost of the kindergarten program, is based on the number of children enrolled in WCC Kindergarten.

According to DEECD policies, kindergarten funding is only provided to one of the kindergarten programs that the child attends. As your child is now enrolled in WCC kindergarten, this kindergarten has automatically been granted priority funding for your child. If your child is attending a child care kindergarten program, please advise them that WCC is their government funded kindergarten program as this will assist them in their financial budgeting.
Receipts will be issued termly and will be placed in your parent pockets. These can then be used to claim the Child Care Rebate through Centrelink. If you lose a receipt, please contact the college or your teacher to have it reissued.

**Fund-Raising Activities**

WCC supports a number of Preschools in India. Each year level of the college is asked to fund-raise to help with this support. WCC provides resources for the students’ education and training for the teachers. Throughout the year there may be many different fund-raising activities, for example, bringing along a gold coin donation on a dress-up day. You will be notified in advance of any fund-raising activities.

When required to bring money to kindergarten, please ensure that the correct money is sent and is placed in an envelope marked with your child’s name, kindergarten group name and purpose of the payment, e.g. Cookie Dough Fundraiser.

**Medical Matters**

**Accidents and Emergency Care**

Accidents do occur in the kindergarten environment, but they are usually minor bumps, bruises and scrapes. Any accident requiring first aid is recorded in the Accident Folder and the person collecting your child will be notified at the end of the kindergarten session. They will then be asked to view the Accident Form, sign and date to confirm that they have been notified of the accident.

In the case of a major accident, the family will be notified immediately by phone and where an ambulance needs to be called, the family will be notified which hospital to attend and which kindergarten educator will be present with the child on the way to the hospital. No kindergarten child will be without an authorised supervisor. When the educator returns to the service, an Accident Form will be completed for the family member to sign when they next attend the kindergarten.

**Allergies and Anaphylaxis**

If your kindergarten child has an allergy, it must be listed on their enrolment form - the allergy trigger, reaction and response needed. Major allergies require an **Allergy Management Plan** to be signed by the child’s doctor and to be displayed in the kindergarten office. Medication needs to be provided or we are entitled to **refuse care** of your child.

Where the allergic reaction is Anaphylactic, an **Anaphylaxis Management Plan** needs to be signed by the child’s doctor and be displayed in the kindergarten office. The child’s autoimmune injector needs to remain in the kindergarten office for the duration of the year, not be transported to and from the kindergarten daily. If a current autoimmune injector is not provided, your child will not be allowed to attend kindergarten until it is provided.

When your child is in the **early stages** of a cold or has an upset stomach it is best to keep them at home. We do not want your child to be unwell and have to be sent home or for other children to become ill. **Please don’t ask your child if they want to come to Kinder. The answer is almost always ‘yes’, when it should have been ‘no’!** Should a child be feeling unwell during class, parents will be advised as soon as is practicable. Where a child requires emergency care, appropriate action will be taken and parents advised immediately.

**Medications**

If your child requires medication during the kindergarten session, you must give written permission and instructions by filling out a medication form (stored at kinder). If the form is not filled in correctly, then the medication cannot and will not be given to your child. **The medication must be in the original container, displaying the original label, and be in the name of the child or it will not be given to your child.** This includes all alternative (i.e. herbal/ homeopathic/naturopathic etc.) medicine.

**Infectious Diseases**

Children are very susceptible to a variety of infectious diseases until they are immunised or build up their own immunity. There is a list of infectious diseases and the exclusion periods associated with each disease on the kindergarten noticeboard. If one of the kindergarten children or a member of their family becomes infected with an infectious disease, then a notice will be placed on the kindergarten
door according to the Children’s Services Centres Regulations. This notice will advise you of symptoms to look for.

If your child is not immunised against a disease that we have been notified about, then your child will need to be excluded from the kindergarten program until the exclusion period is completed.

**Sunscreen Policy**

In accordance with regulations, we require children to wear sunscreen during terms 1 and 4 of the school year, in line with our SunSmart policy. Sunscreen is provided by the kinder for all students, however should you want your child to use a particular brand (due to sensitivities, allergies, etc.) then a labelled bottle will need to be provided from home and is to stay at the kinder for the year.

We acknowledge that children do need a daily dose of vitamin D (gained from the sun) to assist with a healthy lifestyle, and that the rate of vitamin D absorption depends on the pigmentation of children’s skin. Children with darker skin tones generally need more exposure to natural light before applying sunscreen, to help with vitamin D absorption. If you have any questions about your child wearing sunscreen, then please contact your teacher.

**How Can I Get Involved?**

**Duty Roster**

We encourage parents and adult family members to stay for a morning to experience the fun and learning that happens at kinder. During your duty you will be invited to participate in the program, play games with your child and their friends, help out around the room and thoroughly enjoy yourself. It is also a great opportunity to chat informally with the educators about your child’s progress and communicate any concerns or suggestions that you may have.

Duty days are very special for your child; children often look forward to sharing their kindergarten day with you. Parent rosters are placed on the table beneath the kindergarten noticeboard, and follow a term format. Your child’s birthday will be indicated in red to give your family priority for that session. If it is not the most convenient day, then please feel free to change it.

While we understand that many families have both parents working, it is a wonderful bonding experience for someone to attend kindergarten with your child. Other family members are welcome to attend. We prefer for each family to only attend kindergarten duty **one session per term** as this allows room for everyone to attend. The duty is generally, but not strictly from 8.30am – 11.30am.

We do not usually have parent duty on a short session day, but if this is the preferred day for you then please speak to the kindergarten staff to arrange your visit.

**Parental Involvement**

We encourage parental involvement at Kindergarten in many different ways, the main two being skills and experiences.

Skills - Can you juggle? Tell kindergarten level jokes? Play a musical instrument? Can someone teach 4 year olds to sew? Can you bake a cake with the children? Are you a fireman that could talk to the children about fire danger? Can you tell the children about your job?

Experiences – Did you just get a new puppy? Do you have a collection of dolls or a large Lego collection that the children could play with? Do you have a business that the children could visit?

Please contact your child’s teachers to let them know of the expertise you could bring into our kinder sessions.

**Working With Children Check card**

All adults who attend kindergarten sessions, incursions or excursions, need to have a current Working With Children Check card. Volunteer cards are free of cost and application forms can be found at [http://www.workingwithchildren.vic.gov.au/](http://www.workingwithchildren.vic.gov.au/). The kindergarten needs a copy of your Working With Children’s Check card before you can assist with a kinder session.
Adult Sign in
All visiting adults, including parents, will need to sign-in to the kindergarten visitors book upon arrival.

Special Days at Kindergarten

All dates are in the calendar at the end of this handbook.

BBQ Evening
As a getting to know you activity we run a BBQ evening in Term 1 for families from both kindergarten groups to attend. Come along, bring your whole family and get to know the other families that you will be spending the next 14 years with! All food is provided by the college.

Birthdays
Birthdays are very special, even more special if you are a child! Your child’s birthday will be celebrated at kindergarten on the day, or as soon as possible afterwards if it does not fall on a kindergarten day.

Due to allergies and a healthy approach to food, we ask that cakes, lollies and all other foods are kept for the child’s party away from kindergarten rather than their kindergarten session. We also ask that children don’t bring in party favours or toys for their classmates as presents often escalate over the year and create unnecessary pressure.

Instead, we will be celebrating children’s birthdays by singing the ‘Happy Birthday’ song and giving a small present and card from the kinder.

Father’s Night
This night is a very special and fun evening which should not be missed! Fathers, grandfathers, uncles and special friends are all welcome to attend. Light supper is provided by the college.

Incursions and Excursions
At various times of the year (Terms 2 – 4) a number of incursion and excursion activities are planned. These include animal shows, walking to the shops, visiting a farm and a giant maze. They provide an opportunity to extend the kindergarten program, and give experiences for the children to learn in different ways. The cost of each event is included in the excursion levy.

Excursions that require the kindergarten group to leave the church/college campus require a permission form, which will be sent out 2 weeks before the excursion. It is vital that these forms be completed and returned on time, as the children cannot go on excursions without the parent’s consent. Activities that require the kindergarten group to use the college facilities do not need permission forms. You will be informed of any of these activities in advance and a notice will be placed on the kindergarten door to state where the class is. (E.g. at the school gym or library)

We often need parents to assist with these events. If you wish to attend an excursion, please speak to the teachers. A parent or family member may only attend one of the excursions to allow room for other parents to attend. Please note that we aim to make this a very special experience for your child, so we ask that no siblings attend.

Mothers’ Day Afternoon Tea
This is a magnificent afternoon tea which is provided by the college and is during the kindergarten session. Mothers, grandmothers and special friends are invited to attend this afternoon of fun!

Multicultural Night
On this night we embrace the multicultural nature of our kindergarten and celebrate it with a shared meal. Please come dressed in your culture’s traditional clothes (if you have any) and bring along a plate of a traditional food to share with others.
Non-Kindergarten Days

Throughout the year there are a number of scheduled days on which there will not be a kindergarten session. These days correspond to Australian and Victorian public holidays, and the Christian Schools Conference. As our kindergarten is linked to a college, there are a number of days throughout the year that we are required to have no kindergarten program, such as the mid-term break, staff retreat and parent/teacher interview days.

We endeavour to maximise the amount of time your child may participate in the kindergarten program within the constraints of these scheduled events. We have ensured that the timing of these events affect both kindergarten group’s session times equally.

Please view the college and kindergarten calendars carefully as there are often days when the kindergarten operates but the college students do not attend, e.g. the end of every term is a full day for kindergarten and a half day for the college.

Parent / Teacher Interviews

Parent / teacher interviews take place twice a year. The interviews are held in the College library where the kindergarten teachers will have stations with the primary specialist teachers. They run all day and into the evening to allow more opportunities to find a suitable time for parents to attend.

Booking sessions for the parent/teacher interviews will be made online and details about the booking procedure will be advised closer to the interview dates. If the day does not suit, then please arrange another time to catch up with the teachers after the kindergarten session.

The April interview is to let you know how well your child is settling in to kindergarten, discussing their progress and considering whether they are on track to attend Prep in the following year. The August interview is to discuss their readiness for school and if there are any areas that need more focused learning to prepare them.

Prep Orientation

In Term 4 the children will begin the Prep orientation process. If the prep orientation sessions are on your child’s kindergarten day, kindergarten staff will collect your children from their prep classroom and walk them to kindergarten to finish the session.

Teddy Bear’s Picnic

Towards the end of the year, kinder students participate in a Teddy Bear’s Picnic, held at the reserve at the College. This event includes a morning of games and a shared picnic together. All family members are welcome.

Working Bees

To assist in keeping fees to a minimum, a parent from each family is asked to attend one rostered working bee per year. A maintenance levy of $100 is payable if families choose not to participate. Parents may choose to attend the general working bee before the students commence, or be rostered on a monthly working bee.
# 2016 Kindergarten Calendar

## Term 1

### JANUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 30</td>
<td>General Working Bee for parents and staff: 8.30am – 12.00pm + BBQ</td>
</tr>
</tbody>
</table>

### FEBRUARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| Mon 1 | Kindergarten Information Session  
- P 8.30am – 11.30am  
- K 12 – 3pm |
| Tues 2 | P Kinder start 8.30am – 3pm |
| Wed 3 | K Kinder start 8.30am – 3pm |
| Wed 17 | Kinder BBQ evening – both groups |
| Thurs 18 | P Staff Retreat – no kinder |

### MARCH

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 14</td>
<td>P &amp; K Labour Day Public Holiday</td>
</tr>
<tr>
<td>Thurs 24</td>
<td>Last day of term (full day)</td>
</tr>
<tr>
<td>Fri 25</td>
<td>Good Friday</td>
</tr>
</tbody>
</table>

## Term 2

### APRIL

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 11</td>
<td>First day of Term 2</td>
</tr>
<tr>
<td>Thurs 21</td>
<td>Parent/teacher interviews – both groups – no kinder</td>
</tr>
<tr>
<td>Mon 25</td>
<td>ANZAC Day Holiday</td>
</tr>
<tr>
<td>Tues 26</td>
<td>College Open Morning, 9-11am</td>
</tr>
</tbody>
</table>

### MAY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs 5</td>
<td>P Mother’s Day Afternoon Tea</td>
</tr>
<tr>
<td>Fri 6</td>
<td>K Mother’s Day Afternoon Tea</td>
</tr>
<tr>
<td>Mon 16</td>
<td>College PD Day – kinder operating</td>
</tr>
<tr>
<td>Fri 20</td>
<td>K “Walk to school” day</td>
</tr>
<tr>
<td>Tue 24</td>
<td>Kinder Multicultural Night – both groups</td>
</tr>
</tbody>
</table>

### JUNE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 10</td>
<td>Report Writing Day – kinder operating</td>
</tr>
</tbody>
</table>
| Mon 13 | Queen’s Birthday Public Holiday  
No Kinder |
| Fri 24 | K Last day of term (full day) |

## Term 3

### JULY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| Mon 11 | Christian Schools Conference  
No Kinder |
| Tues 12 | P Term starts (College PD Day) |
| Wed 13 | K Term starts (College PD Day) |

### AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues 9</td>
<td>Parent/teacher interviews – both groups – no kinder</td>
</tr>
<tr>
<td>Tue 30</td>
<td>P Father’s Night</td>
</tr>
<tr>
<td>Wed 31</td>
<td>K Father’s Night</td>
</tr>
</tbody>
</table>

### SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 16</td>
<td>K Last day of term (full day)</td>
</tr>
</tbody>
</table>

## Term 4

### OCTOBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 3</td>
<td>First day of Term 4</td>
</tr>
<tr>
<td>Tue 18</td>
<td>P Teddy Bear Picnic 9-11am</td>
</tr>
<tr>
<td>Wed 19</td>
<td>K Teddy Bear Picnic 9-11am</td>
</tr>
<tr>
<td>Mon 31</td>
<td>Mid-Term Break – No Kinder</td>
</tr>
</tbody>
</table>

### NOVEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues 1</td>
<td>P Melbourne Cup Public Holiday – no kinder</td>
</tr>
<tr>
<td>Wed 23</td>
<td>Presentation Night (Primary) – kinder operating (full day)</td>
</tr>
<tr>
<td>Fri 25</td>
<td>K Report Writing Day – kinder operating</td>
</tr>
</tbody>
</table>

### DECEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues 6</td>
<td>P Kinder Graduation – 6.00 – 8.00pm</td>
</tr>
<tr>
<td>Wed 7</td>
<td>K Kinder Graduation – 6.00 – 8.00pm</td>
</tr>
<tr>
<td>Thurs 8</td>
<td>P Last day of kinder (full day)</td>
</tr>
<tr>
<td>Fri 9</td>
<td>K Last day of kinder (full day)</td>
</tr>
</tbody>
</table>

= Koalas  = Possums