
Pinemont Pre-School Information Handbook 2018



29 Hygeia Parade
Ringwood Vic 3134

Telephone: (03) 9870 3582
Email: pinemont.kin@kindergarten.vic.gov.au
www.pinemont.com.au

This document is subject to change without prior notice.

Pinemont Pre-School Philosophy

We, the staff of Pinemont Pre-School, acknowledge the importance of providing high quality pre-school education and positively promote and encourage, the development of the 'whole' child. We understand the correlation between positive pre-school years, happiness, and success in schooling years and later life.

We believe in:

- Respect** We value respect as an integral part of our pre-school & it underlies all interactions, procedures & policies of the pre-school. It also underlies all of the following principles.
- A Sense of Belonging** We believe that children, families & staff develop a sense of belonging to the pre-school. The pre-school also actively encourages the involvement of families in all aspects of their child's care.
- The Value of Play** We acknowledge the importance of the early childhood years & our role in a young child's development. We believe that children learn through play. Staff provide a developmentally appropriate program that caters for all children's abilities & needs, both as individuals & as a group. We encourage open-ended play experiences that enable children to develop their problem solving skills & physical abilities. The program will also be flexible & stimulating, offering challenges in new experiences & enabling children to develop to their full potential.
- Communication** We value & encourage open & sincere/respectful communication between children, families & staff. Staff also model positive relationships through good communication that encourages children to form positive relationships with their peers. Various communication strategies are used in order to ensure that open communication is developed & maintained between children, families & staff. Greater understanding comes from positive communication.
- Teamwork** Co-operation & team work are vital aspects of providing quality care for children & a fulfilling workplace for staff. We encourage children, staff & families to work together as a team to the enhancement of our pre-school.
- Equality** We believe that all children, families & staff should be able to access our service, regardless of gender, country of origin, religion or physical ability. This is also reflected in our program planning, ensuring that all have access to all parts of the program. We recognise & respect the importance of the cultural backgrounds of our children, families, staff & our community.
- The Environment** Educating children on the conservation of our environment is an important part of our planning & will be incorporated into our program. Using natural resources will also encourage an appreciation of the environment & lower our impact.

Pinemont Pre-School's Statement of Principles:

Children

- Meet the needs of children whose families reside and work in Maroondah and surrounding municipalities.
- To provide an environment that respects and maintains the linguistic and cultural backgrounds of the children.
- Enable children to develop to their full potential taking into account their individual needs.

Parents

- Provide support for the family as a whole.
- Involve parents in the management of the service.
- Provide an environment where parental concerns can be addressed.
- Encourage parent/family involvement in the day-to-day operation of the Pre-School.

Staff

- Develop and maintain optimum working conditions, allowing opportunities for staff support and training.
- Involve staff in the decision making processes and in the ongoing evaluation of the Pre-School's policies and development of the service.
- Provide an atmosphere in which staff can work as a team and where levels of training and personal skills are respected, valued and utilised.

Rochelle, Emily, Chris and Michelle

Introduction

Welcome to Pinemont Pre-School!

The purpose of this Information Handbook is to highlight the key information our families need to know when preparing their child for our 3 and 4 year old Programs, named Koalas, Possums and Joeys, respectively. We hope you find it informative and helps answer any questions you may have.

Pinemont Pre-School also has a Policy Manual, available on our website at www.pinemont.com.au. Many areas of this handbook are further elaborated on in the policy manual, which provides guidelines and relevant current laws, legislation and regulation that Pinemont Pre-School follows. Hard copies can be arranged, on request. We recommend all families familiarise themselves with the Policy Manual.

If you have any further queries or comments, please don't hesitate to contact our staff and/or committee member(s).

The Committee of Management and Staff sincerely hope your family enjoys their year at Pinemont Pre-School.

Staff Members 2018

Pinemont Pre-School Educational Leader: Rochelle Brown

Koalas and Possums - 3 Year Old Programs



Teacher: Emily Franceschi

Joeys - 4 Year Old Program



Teacher: Rochelle Brown
Assistant: Chris Meagher
Emily Franceschi
Michelle Robb

Committee of Management

The Committee is the legally constituted body who administers and manages Pinemont Pre-School. The Committee does this by ensuring the Office Bearers, Sub-Committees and Employees carry out their duties in the day to day operations of the pre-school. This is done following the guidelines and regulations provided by the Department of Education & Training (DET).








The Committee is voluntarily run by parents/carers and anyone interested is encouraged to join. Committee meetings are held monthly at Pinemont, and they are a great way to meet fellow parents and contribute to the running of the pre-school.

Confidential Enrolment Records

The DET requires parents/carers to complete a confidential enrolment form prior to children beginning pre-school. The information asked will comply with requirements from the National Quality Framework. (For further information on Privacy and Confidentiality please refer to our Policy Manual on our website).

TIMETABLE 2017

All sessions are staffed by a qualified teacher and trained assistant.

	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings	KOALAS 8.30 - 11.00am 	JOEYS 8.30am - 1.30pm Blue Orange Green 	JOEYS 8.30am - 1.30pm Yellow Orange Blue 	POSSUMS 9.30am-2.30pm 	JOEYS 8.30am - 1.30pm Yellow Green Blue 
Afternoons	JOEYS 11.15am-4.15pm Yellow Orange Green 	KOALAS 1.45-4.15pm 	After Kinder Care 1.30 - 3.00pm		<u>No Pre-School Programs,</u> after 1.30pm

Koalas - Two sessions, 3 year old program **Possums** - One session, 3 year old program

Joeys - 4 year old program

***Joeys please note**, due to our 2018 Rotation Model, Joeys children are divided into 4 groups (Yellow, Orange, Green and Blue). Each group only attends 3 of the 4 Joeys sessions, each week. The colour of the wallet you have been given containing this handbook indicates the group your child is enrolled in and its associated timetable.

Important Information

Birthdays

We love BIRTHDAYS, so if you would like your child to have a pre-school birthday, we would all enjoy the fun. All that is needed is either patty cakes, chocolate frogs or bags of lollies. No cream cakes please, too hard to cut.



Children's Absences, Illness and Emergencies

We ask if your child is sick that you please keep them at home until they recover (please refer to the Exclusion Table at the back of this book). A phone call/email is always welcome when your child is not attending pre-school.

If your child has a more serious illness or infectious disease, please inform Pinemont so they can notify other parents.

If a child becomes ill or is involved in an accident or incident while at Pinemont, the parents/carers of the child will be notified immediately. Parents will also be asked to sign the "Incident Book" when their child is collected.

Clothing

Please make sure your child's clothes are washable, we do provide smocks, but paint tends to appear on clothes at times. We ask that parents ensure that their child is not worried about keeping clothes clean each session, as we do not want to stifle spontaneous creativity. If your child happens to get paint on their clothes, cold water should be used after spraying with stain remover. Please make sure all removable clothing is labeled and there is a spare set of clothes in your child's bag, in case of an emergency.

Please note:

- Clothing for sun protection (Terms 1 and 4 only), as defined in the Sun Protection Policy, needs to be loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer-style shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun. We recommend no **long dresses**, as they can be dangerous when a child is climbing, since children are unable to see the rungs of the climbing frames clearly.
- Thongs are not recommended for pre-school as they are dangerous in the playground. Also no clogs or slip on shoes as children cannot feel where they are placing their feet, or running shoes with flashing lights.

Communication Pockets (in the foyer)

Are used to keep our pre-school's parents fully informed over the course of the year and will include notices, letters, invitations and personal correspondence from the staff and committee. **It is essential that they are checked at every attendance!**

Complaints and Grievance Procedure

If you have any concerns about any aspect regarding the pre-school, we encourage you to raise the issue with your teacher or assistant. Should you still not be satisfied with the outcome, a Grievance Sub-committee has been established to deal with all major concerns. Further information is available on our noticeboard located inside the Pre-School. The procedure is also explained in detail in the Complaints and Grievance Policy, in our Policy Manual located on our website. The current years Grievance Sub-committee contacts are also listed on the notice board. All concerns are treated in strict confidence.

Custodial Issues

If there is a custody dispute between parents of a child and there is any kind of legal documentation regarding this matter, it needs to be made available to the staff of Pinemont. Non-custodial parents will not be prevented from taking a child, if there is no legal documentation available.

Emergency Contact

When nominating emergency contacts and providing phone numbers, it's imperative that these people are ALWAYS contactable during the hours your child/ren are in attendance at the pre-school.

Extra Charges

The Committee of Management reserves the right to charge extra to cover costs incurred in arranging excursions/incursions, or activities that fall outside normal programming costs. The Committee of Management will always endeavor to keep these costs to a minimum.

Food/Drinks

Pinemont Pre-School encourages healthy eating and we prefer our children to bring healthy foods such as fruit, cheese, yoghurts (preferably not in tubes as this can result in many spills during a year), vegetables, dried fruit and/or sandwiches. **We would appreciate it if you don't send your child to pre-school with chips, twisties, chocolates, lollies, rollups etc. We recommend that you do not include nuts or food containing nuts, as some children are allergic and/or anaphylactic.**

Koalas/Possums Provide a snack for morning or afternoon tea in a **named lunch box** and a drink of water in a **named sports bottle**.

Joeys As our sessions are 5 hours long, we ask that parents provide both morning tea and lunch in **one named lunch box** and a drink of water in a **named sports bottle**. Please make sure that your child can manage to open their lunch box.

Front Gate

The front gates have a pool safety bolts on them, **please ensure that they are shut properly** when you enter and leave the pre-school and only let children out who are in your care. The gates must be shut at all times. *****Please do not allow children to climb/swing on the gate as damage to the gate may compromise its ability to close securely*****

Hats

Our Sun Protection Policy states that hats must be worn at Pinemont during Terms 1 and 4. All children are required to provide a hat, to be left at the pre-school and will be kept in your child's personalised name pocket. We offer the opportunity to purchase a personalised sunhat and ask our families to consider buying one for pre-school use only.

In terms 3 and 4, on days where the weather is very cold, please provide a warm hat, such as a beanie. **Don't forget to label your child's hat, and any clothing item that is likely to be removed.**

Immunisation

Legislation has been introduced that requires all children to be fully vaccinated in order to attend kindergarten from 1st January 2017. The only exemption will be for children who have a documented medical reason that they cannot be fully immunised.

Jewellery & Toys

As we have so many interesting activities at pre-school, precious jewellery and toys are best left at home. Bangles and necklaces can be caught on playground equipment and cause injury. Children with pierced ears should wear sleepers or studs. Broken or lost toys causes tears - please keep toys at home.

Late Pick Up

It is expected that children will be picked up at the finishing times stated for each session. If a parent/carer is going to be late picking up their child/ren, a phone call to the pre-school indicating how late they are going to be is essential.

Library

Later in the year, the Pinemont Library will be in operation for our 4 year old program, Joeys. Your child will be provided with a bag to borrow the books. There are no borrowing costs, but to maintain a good library, donations of new books are always welcome. Perhaps your child's name could be placed inside the front cover to acknowledge the donation. This is great for younger siblings to see when they attend pre-school in later years.

Parent Help/Duty Roster

All mothers, fathers and/or carers, are invited to add their names to the **DUTY ROSTER**, volunteering 2-3 times each term for Joeys and 1-2 times for Koalas and Possums. It is a wonderful opportunity for parents/carers to observe the pre-school program and watch their child interact with others. Your child will also love having his/her special helper at the pre-school with them.

Help from parents is essential and is very important to your child. If you cannot do your duty, we would appreciate it if you would ring another parent and arrange a swap. Please note, that the quality of the pre-school program we offer is affected without a parent on duty.

Pinemont Pre-School Information Handbook

Duty parents participate in the pre-school program and perform some light cleaning. A list of tasks will be given to you via your pocket early in the 1st Term for you to become familiar with and a copy is located in the kitchen at the pre-school.

Younger brothers and sisters are welcome, but be aware, that the pre-school is not set up for them and they attend under your care at all times. Please liaise with staff regarding the children who will be attending in your care.



Parking

Parking is permitted **only on the South side of Hygeia Parade** and parking in the driveway of the pre-school is prohibited. We also ask that you do not park your car over (or too close to) neighbour's driveways. We suggest you do not leave valuables in the car (especially other children!). Please hold your child's hand outside the gate.



No Dogs Allowed

In the interest of children's safety, no dogs are allowed on the pre-schools premises.

Safety

No children, including toddlers, are permitted in the kitchen, staff office or storerooms for safety reasons. Please ensure the kitchen door is kept shut at all times and latches are used where appropriate. Also, don't forget to lock the toilet door by using the external latch located at the top left-hand corner. If you have a young child with you on duty that may require a sleep, please liaise with staff as to the best place for this to occur.

Settling In

Please try to be punctual when dropping off and picking up your child. Settling in time, at the beginning of each session is most important, as is pick up at the end of the session. Children often become distressed when all the other children have been collected.

Signing In/Out

To fulfill insurance requirements, all children must be signed and timed in when delivered to the pre-school room. This is the same for the end of the session when an adult must collect the child/ren. When on parent/carers duty please ensure any additional toddlers or babies, in your care, are signed in the daily attendance book.



Sunscreen

Our Sun Protection policy, approved by Cancer Council Victoria's SunSmart Program, states that during term 1 and 4 that parents/carers must apply sunscreen to their child before each pre-school session. Where play occurs outside in a sunny area, after 2 hours, our teachers will reapply sunscreen to each child, using Woolworths Homebrand Sunscreen Lotion (SPF 30+ Broad spectrum UVA and UVB). Please read our Sun Protection Policy, included in the handouts from the AGM or refer to the policy manual on our website.

Social/Fundraising Activities

Throughout the year our Social and Fund Raising volunteers arrange many special events, such as morning teas, trivia night, dinner in a park, etc. We hope you and your family are able to come along and participate in the fun. The social activities provide a great opportunity for all our families to meet one another.

Toileting

Our Toileting Policy requires parents/carers to inform staff if their child/ren wears a nappy, before their child attends our pre-school. Parents are required to sign an agreement giving our staff permission to change a soiled nappy. Where a parent does not give their consent, the parent/carer is required to sign an agreement stating that they or an alternate contact will be available to immediately come to the pre-school and change their child/ren's nappy.

Washing Roster

A washing roster is distributed to each family at the start of every term to ensure they are washed weekly.

Website

The Pinemont Pre-School website provides a variety of information for our pre-school community, such as What's On, Gallery and Payments. About Us includes the Pinemont Pre-School Policy Manual. We are regularly updating the information and looking at ways to improve it. If you have any suggestions for the website, please speak to the Publicity and Promotions Officer.

Working Bees/Maintenance Levy

Each year the pre-school holds 4 working bees. They are essential to the upkeep of the pre-school and grounds and usually run for about 3 hours. Families are required to attend only 1 working bee, but more if they like. Attendance at 1 working bee or a Bunnings BBQ will ensure a refund of your \$100.00 maintenance bond.



Communicable diseases exclusion table

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles*	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria –other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Statutory Rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- (a) specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or
- (b) specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs are marked in the table with an asterisk (*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visits www.health.vic.gov.au/ideas.