



Ascot Kindergarten

diversity | community | respect



Family *Handbook*

1 West Street, Ascot Vale VIC 3032

- 9375 3548
- ascot.kin.admin@kindergarten.vic.gov.au
- ascotkindergarten.vic.edu.au

ASCOT KINDERGARTEN INC
ABN: 97 820 021 511

CONTENTS

Welcome to Ascot Kindergarten

- Family Involvement
- Vision Statement
- Ascot Kindergarten Values

Ascot Kindergarten Statement of Philosophy

Managing and Operating the Kindergarten

- Committee of Management
- Fundraising
- Session Times
- Term Dates
- Staff

Programming Information

- The National Quality Framework
- Quality Improvement Plan
- The Victorian Early Years Learning and Development Framework
- The Curriculum
- Family Communication
- Incursions and Excursions

General Information

- Fees
- Delivery and Collection of Children
- What to Bring and wear to kinder
- Lunch Ideas
- Celebrations and Birthdays
- Sun Protection Policy
- Hygiene and Illness
- Medical Conditions
- Immunisation
- Medication
- Emergency Procedures and Safety
- Kinder Policies
- Privacy Statement
- Child Safety and Wellbeing
- Term dates and Public Holidays



Ascot Kindergarten acknowledges the Wurundjeri people as the traditional custodians of the land on which we learn and play. We wish to pay respect to their Elders; past, present and emerging.

WELCOME TO ASCOT KINDERGARTEN

We're so excited to welcome you to Ascot Kindergarten. We are an independent kindergarten that was established by local residents in 1946 and is still managed by a volunteer parent committee today. One of our strengths is the sense of community spirit that children and their families enjoy, not just while they attend kinder but in many cases for years afterwards too!

We look forward to an exciting and rewarding year with you, your child and family. We encourage you to play an active role in your child's education and their kindergarten year. We encourage you to drop in at any time to provide information regarding your child's interests and things that they are curious to learn more about. We also encourage you to talk with us about any concerns you may have with regards to your child's development and progress.

We hope that your year at Ascot Kindergarten is memorable and enjoyable, and that you and your family treasure it always.

Family Involvement

We welcome and value the involvement of families and extended family members in all aspects of the kindergarten service. Families may be involved on an informal basis (such as attending during session times to read, cook or play with the children) or by helping out with washing, sorting collage materials and equipment. Families may also choose to be involved in tasks such as fundraising activities and working bees, which are organised periodically throughout the year. Families are also offered the opportunity for more formal involvement such as volunteering for the Committee of Management or reviewing the policies of the kinder. Please review this handbook for further information or speak with your child's teacher if you have any questions.



Vision Statement

Ascot Kindergarten is committed to providing a stimulating learning program for three to five year olds in a diverse environment which reflects the individual interests and uniqueness of each child.

Ascot Kindergarten Values

Diversity, Community, Respect

ASCOT KINDERGARTEN STATEMENT OF PHILOSOPHY

Our Focus	How we achieve this	What the educators do
<i>Children are confident, happy and engaged learners.</i>	<ul style="list-style-type: none"> • Play is fundamental to our program. • Children are encouraged to take the lead and be active participants in their own learning. • Children are encouraged to identify their emotional needs. • Value strong, trusting, respectful relationships with children and their families. 	<ul style="list-style-type: none"> • Through play, educators encourage children to develop social skills, language, resilience and emotional intelligence. • Empower children to share their ideas and to engage in conversations with others. • Create quiet areas to enable children to fulfil their emotional needs.
<i>Children are capable, curious and independent.</i>	<ul style="list-style-type: none"> • Our emerging curriculum encourages freedom of thought and is inspired by children's ideas and interests. • Children are encouraged to plan, implement and complete projects whilst focusing on and valuing the process rather than the final product. • All children are encouraged to explore, create, problem-solve, collaborate and imagine. • We support risk-taking, which allows children to test, push and re-define their own boundaries as their abilities develop. • Students are encouraged to make independent decisions about their time at kinder, including eating when they are hungry. 	<ul style="list-style-type: none"> • A variety of indoor and outdoor experiences are provided to cater for each child's current interests and developmental needs. • Incorporate intentional teaching and child-led learning into our practice to allow for all learning styles and recognise special and additional needs. • Educators use open-ended questions to promote children's thinking skills and extend learning opportunities in their play. • Educators understand each child's strengths and abilities to support risk taking. • Understand children's interests and document them in a way that best suits the community.
<i>Children's rights are respected and advocated for by educators.</i>	<ul style="list-style-type: none"> • All children are listened to and respected. • All children's developmental needs are catered for. • Families are encouraged to be involved in program decisions. • We are committed to the safety of Aboriginal and Torres Strait Islanders and the safety, participation and empowerment of all children. 	<ul style="list-style-type: none"> • Educators will support families with specific needs through referral to relevant specialist organisations. • Educators will work with a variety of Early Years professionals who enrich our capacity to provide an inclusive program. • Educators will ensure 'child safe' knowledge is current and adhered to.
<i>Children come from diverse backgrounds and communities.</i>	<ul style="list-style-type: none"> • We respect and value the cultural diversity of our community. • We value connections within our local community. • We acknowledge the importance of educators and families working together to facilitate the learning journey of each child both at kinder and at home. • We acknowledge the varying language and communication needs that our families have. 	<ul style="list-style-type: none"> • We encourage families and children to share their interests, values, culture and celebrations at kinder. • We promote opportunities for local partnerships and explore our community through regular local walks. • Educators foster relationships with families by being approachable, making time and encouraging communication with caregivers. • We make use of translation services to support communication.
<i>Children will respect their environment and the land we live on.</i>	<ul style="list-style-type: none"> • Encourage children to be responsible for looking after their learning environment. • Follow sustainable practices. • Educate children on First Australian culture and show respect to the Wurundjeri people, the traditional custodians of the land on which we learn and play. 	<ul style="list-style-type: none"> • Use sustainable resources and practices e.g. worm farming, recycling, growing vegetables and herbs. • Make an Acknowledgement to Country in the classroom, at kinder events and in digital spaces. • Integrate indigenous culture and resources within our program.

MANAGING AND OPERATING THE KINDERGARTEN

Committee of Management

The Committee of Management (CoM) comprises parent and/or community volunteers who manage the kindergarten under the guidelines of the Victorian Department of Education and Training (DET). The committee is elected at the Annual General Meeting in November each year by the members of the kindergarten. All families will receive notification of this meeting, the agenda and nomination forms.

The committee is responsible for all aspects of kindergarten management; working closely with the Director to ensure the kindergarten meets its moral and legal obligations to ensure the health, safety and wellbeing of all children attending the service. We encourage family members to consider volunteering for a position on the committee in order to strengthen your engagement with your local community and have input into your child's education.

A list of committee members, and relevant contact information, is updated annually on the noticeboards near the main entrance and also on our website. If you would like to lodge a complaint or provide feedback to the kindergarten, information on how to do so is also available on these noticeboards, on our website, or can be provided to families upon request.

Fundraising

Each year the Fundraising Co-ordinator on the committee works with parents/guardians in each group to raise funds to purchase resources and equipment for the program. These funds are kept separate from kinder operational costs and are used to provide benefits to the children. A fundraising sub-committee is formed to assist with fundraising activities throughout the year. This is a great opportunity for families who cannot commit to the CoM to contribute to our kinder and connect with other families in the kinder community.

Session Times

3-Year-Old Kinder

Opal group

Wednesday 8.30am – 1.30pm

4-Year-Old Kinder

Cherry Group

Monday 8.30am – 4.00pm

Tuesday 8.30am – 4.00pm

Aqua Group

Thursday 8.30am – 4.00pm

Friday 8.30am – 4.00pm

Term Dates

Term 1: Tuesday 30th January (students) – Thursday 28th March (*Teacher set up day on Mon 29th January*)

Term 2: Monday 15th April – Friday 28th June

Term 3: Monday 15th July – Friday 20th September

Term 4: Monday 7th October – Wednesday 18th December (*Teachers have pack up day on Thursday 19th and Friday 20th of December.*)

Throughout the year there may be times when kindergarten sessions are cancelled due to unforeseen circumstances such as a qualified teacher not being available. There may also be days where there are planned closures such as staff training days and set up/pack up days. Parents will be notified as soon as possible of unforeseen closures and will be provided information in advance of any planned closures, including the reason for the closure.

The kinder will also be closed for scheduled Victorian Public Holidays during the year (see last page)

Staff

Our staff members are passionate and dedicated and provide a program that is tailored to the interests and needs of each child. Each member of staff has an early childhood specific qualification, and participates in ongoing professional development. All members of staff have current First Aid Certificates (HLTAID004) as well as training in CPR and the management of Anaphylaxis and Asthma.



From time to time the kindergarten assists in training pre-service teachers (university students) and participates in providing work experience for secondary school students. Families will be notified of any students working within the kinder groups and will be supervised by a qualified teacher at all times.

Staff Members

Kirsty Rochford: Kindergarten Director/Teacher/Educational Leader (Aqua Group and Opal Group)

ascot.kin.director@kindergarten.vic.gov.au

Danielle Lockhart: Kindergarten Teacher (Cherry Group), Kindergarten Co-Educator (Opal Group)

ascot.kin.danielle@kindergarten.vic.gov.au

Prunella Fong: Kindergarten Educator (Aqua Group)

Shazia Subhan: Kindergarten Educator (Cherry and Opal Group)

Sally Edmiston: Kindergarten Educator (Aqua Group)

Franca Sanfilippo: Administration Officer (Monday, Tuesday and Friday)

ascot.kin.admin@kindergarten.vic.gov.au

For general enquiries and to provide notification of your child's absence, please contact your child's teacher through StoryPark or email your child's teacher.

PROGRAMMING INFORMATION

The National Quality Framework

The National Quality Framework (NQF) provides a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia.

The NQF includes:

- National Law and Regulations
- National Quality Standard
- Assessment and quality rating process
- National Learning Frameworks

**Australian Children's
Education and Care Quality
Authority website:**
<https://www.acecqa.gov.au>

Education and care services are assessed against 7 quality areas and rated by their state regulatory authority. Services are given a rating for each of the 7 quality areas against the National Quality Standard. Ascot Kindergarten is assessed as meeting National Quality Standard and is deemed to provide quality education and care in all 7 quality areas.

Quality Improvement Plan (QIP)

As part of the quality assessment process the staff and committee of management work in conjunction with families to prepare a Quality Improvement Plan (QIP). The aim of a QIP is to help staff and committee to self-assess their performance in delivering quality education and care, and to plan for future improvements. The staff and Committee of Management will seek input and feedback from families throughout the year on the operations of the kindergarten, in order to make assessments about areas of improvement, our strengths and the overall quality of the service.

The Victorian Early Years Learning and Development Framework (VEYLDF)

The Victorian Early Years Learning and Development Framework (VEYLDF) was introduced to support and advance all children's learning and development from birth to eight years. The framework sets expectations for every child and identifies five outcomes for learning and development:

- Identity: children have a strong sense of identity,
- Community: children are connected with and contribute to their world,
- Wellbeing: children have a strong sense of wellbeing,
- Learning: children are confident and involved learners,
- Communication: children are effective communicators.

The VEYLDF recognises that children's learning and development is holistic and that children have different learning styles, different times and different ways of learning. This approach is consistent with both the national Early Years Learning Framework and that adopted in the Victorian Essential Learning Standards (VELS).

The Curriculum

In the early childhood setting, curriculum means 'all the interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development' (Belonging, Being and Becoming, The Early Years Learning Framework for Australia, 2009).

The 3 and 4-year-old programs at Ascot Kindergarten incorporate the principles of the VEYLDF and National Quality Framework, in conjunction with the educators' educational philosophies and the kinder philosophy.

Our program is based on an emergent curriculum, which means it is responsive to children's interests and is meaningful, relevant and engaging for each child. Educators make informed decisions about learning and the curriculum based on:

- Children's interest and current knowledge,
- Educators interests and skills,
- Families,
- The physical environment,
- The social environment,
- Values held in the local community.

Emergent curriculum identifies the need to include child-led learning with intentional teaching, ensuring it is responsive to both children, and the learning outcomes identified in the Victorian Early Years Learning Framework.

Family Communication

Our service utilises the StoryPark app to communicate with families about the kinder program and both individual and group learning goals. The weekly reflections that are posted on StoryPark will also be printed and available to view in the kinder room at any time.



Educators will communicate with families using the StoryPark app, email, phone calls and informal conversation throughout the year. Educators will also set aside time during the year for parent/teacher meetings which can be conducted in person or online. We encourage families to contact your child's teacher at any time if you have any questions or concerns.

Educators maintain documentation on each child who attends the service including plans, goals, records of assessment and evaluations. This information is available to families on request.

Incursions and Excursions

Incursions are events where a specialist program visits the kinder; usually in response to children's emerging interests or needs identified by educators e.g. drama, dentist, emergency service workers.

Excursions are occasions when the children attend a program or visit a venue within the community. The children will walk to the venue or use public transport, and educators will usually ask for family volunteers to attend for the duration of the excursion and assist with supervision. Excursions are usually planned in response to children's needs and interests, as well as events within the local community. The Committee of Management allocates funds each year towards the costs of incursions and excursions. Families will be notified of any incursions or excursions in advance. There are no additional costs for these programs however at times a small donation towards costs may be needed.

The kinder also conducts 'local excursions' where the children will walk around the nearby community with educators, in order to follow an interest or experience something happening in the local area. Families may receive prior notice of these excursions but at times they may be spontaneous and occur during the session time. These excursions are supervised by 3 staff members and families will be notified of any excursion at the end of the session.

Please note that risk management plans are prepared for all excursions to ensure the safety and wellbeing of staff and children. These plans are available for viewing by families at any time.

GENERAL INFORMATION

Fee Statement

Ascot Kindergarten has opted into the Free Kindergarten Initiative. This means that our Funded 3 and 4-year-old kindergarten programs require no parent fee payment.



Our **FREE Kinder Policy** can be found on our [website](#).

Excursion and Service Events

The Committee of Management allocates funds each year towards the costs of incursions, excursions and special events. Throughout the year, families may be asked to contribute a small amount towards the cost of a specific event, arranged in response to children's emerging needs and interests. Any amounts requested will be advised to families prior to the event and any request will take into account affordability for families and specific circumstances where assistance with payment may be required.

Delivery and Collection of Children

(Note: May be altered throughout the year due to our COVID Safe Plan)

Arrival and Sign In

Parents/guardians are required to bring their child into the kinder room after the door is opened and must ensure that staff members are aware of their child's arrival. It is not acceptable for children to be left at the gate or in the playground. Upon arrival parents must sign their child in, ensuring that they fill in their exact arrival time and write the name of the person who will be collecting their child.

Departure and Sign Out

Parents are asked to be prompt at pick up time as some children may become concerned if they are collected after all children have left. Staff members also have other duties to perform and only a short break between sessions. If you are unavoidably delayed, please contact the staff immediately by phone. Your child must also be signed out at the end of each session, ensuring you fill in the correct time of departure.

Child Safety

When arriving and departing please ensure both gates are completely closed behind you and **never let other children through the gate unless you confirm they are accompanied by a parent/guardian.**

Parking

The best place to park when dropping your child off or picking them up is in South Street. Please do not park in front of the playground as it is a Permit Zone and our neighbours can get quite upset when kinder families choose to park there. Please be considerate when you park (i.e avoid parking in Permit/No Standing Zones). Failure to do so may result in a parking fine.

Other People Collecting Your Child from Kinder

Staff members are responsible for the safety of each child, so it is essential to notify staff (verbally and in the attendance book) if someone else will be collecting your child from the kinder. These people must also be recorded on the child's enrolment form. Please be advised:

- No child will be allowed to leave the kinder with someone unless staff have been notified of the arrangement
- Staff must be notified in advance of the identity of the person collecting the child
- Any person unknown to staff will be required to show some form of photo identification

It is the responsibility of parents / guardians to explain drop off / pick up requirements to the people that they have authorised on their child's enrolment form.

Late Collection

A late collection charge may apply if a child is not collected within 10 minutes of the session finish time, particularly if notification has not been received by a staff member (see *Delivery and Collection of Children* policy). In addition, staff members may inform Child Protection Services if contact cannot be made with any person authorised to collect the child 30 minutes or more after the session's finishing time.

What to Bring/Wear to Kinder

Bag

Children need a bag large enough for their belongings and work (such as paintings and pastings) as well as a spare set of clothes. Your child will be allocated a locker that they will use every session to hang their bag and store their belongings at kinder.

Snacks and Lunch

Please provide your child with healthy snacks and lunch that will be sufficient for the session as well as water only for drinking. We are unable to refrigerate or heat food for the children so we recommend using an ice pack or thermos if required. See the section titled 'Lunch Ideas' for some examples of food you could provide. Please ensure your child can open their lunchbox and containers (with some support if needed) and that all items are labelled. We also encourage you to practice opening/closing their containers and lunchbox with them prior to kinder and in the first few weeks.

Hand Towel

Each child needs to bring a hand towel or face washer to kinder every session, which will be used to dry their hands. Please bring it to kinder and take it home each day. It is recommended that you label your child's hand towel or sew on a looped tag to enable it to be hung on a hook in their locker.

Spare Underwear/Clothing

Please keep a spare set of underwear, socks and a change of clothes in your child's bag at all times and ensure that all your child's belongings are named.

If your child needs to use spare clothing from the kinder supply (including hats, when available), please wash and return them promptly.

Clothing that is comfortable and easy to clean

Children are at kinder to have fun, explore and learn. Smocks and waterproof clothing are offered at messy activities however it is not always possible for children to keep clean. Please ensure your child comes to kinder in clothes that are easily washed, easily managed at the toilets and comfortable to play in. We request that footwear be safe for climbing; loose fitting footwear such as crocs and thongs are not appropriate.

Warm Clothing in winter

As the kindergarten runs an indoor/outdoor program throughout the year, please ensure your child has warm clothing including a jacket and hat in the cooler weather. Waterproof clothing and gumboots are a great idea on a rainy day.

"There is no such thing as bad weather, just bad clothes!"

Lunch Ideas

Children who eat well during the day are more likely to concentrate better and get the nutrition they need for good health and development.

Including nutritious, interesting foods in children's lunchboxes can be a challenge. Try to be creative and offer a wide variety of different foods each day following the Dietary Guidelines for Children and Adolescents as a guide.

Family and carers play an important role in influencing the food choices of children and healthy eating habits need to involve the whole family. Try to involve children in shopping and teaching them to prepare easy, healthy meals.

Here are some great ideas to help you and your child pack lunch:

- Cut sandwiches into shapes, such as fingers, squares or triangles
- Provide rolls or wraps filled with salad, cheese or cream cheese, and preferably a protein source such as egg, lean cold roasted meat or canned tuna
- Make a mini crispy salad of lettuce, tomato, celery, capsicum, carrot, cucumber and cheese and pack with a bread roll, lavish bread or crackers
- Cut chunks of fresh fruit such as melon, bananas, grapes and berries and pack into a container
- Include fresh carrot, celery, broccoli, snow peas, cauliflower etc. with dips (e.g. salsa, hummus or tzatziki)
- Pack treats like rice crackers, raisin toast, dried fruit and homemade popcorn
- Yoghurts are a great snack if kept cool (placing frozen fruit chunks or berries in plain yoghurt can keep it cool and taste delicious).



Below is a link to Lunchbox Ideas for Early Childhood Settings

[https://www1.health.gov.au/internet/main/publishing.nsf/Content/E1D19E4956B3411CCA257BF001EDA84/\\$File/HEPA - DL Brochure - Lunchbox Ideas - LR.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/Content/E1D19E4956B3411CCA257BF001EDA84/$File/HEPA - DL Brochure - Lunchbox Ideas - LR.pdf)

It is also important to prepare and store lunch box foods safely. The following is a guide on how to store lunch boxes to keep them safe and appetising:

- A bottle of frozen water in your child's lunchbox will help keep lunch cool and provide an icy cold drink to enjoy in summer. Many new lunch boxes are made of insulating material, which can also help keep food safe
- Containers and food wraps can help separate foods, prevent them from squashing and keep them fresh
- Make sure to clean containers thoroughly after use
- Throw out leftover food that has not been eaten during the day.

If you would like further information about our service's policy on healthy eating please refer to the Policy Nutrition, Oral Health and Active Play policy on our website.

Celebrations and Birthdays

At Ascot Kindergarten we love to celebrate the cultural backgrounds of our community and encourage all families to share the events that are important to them. If you would like to see

a special event celebrated (e.g. Easter, Passover, Eid, Diwali, Halloween, etc) please let the staff know.

We enjoy celebrating children's birthdays and mark them with singing and congratulations. If you would like to bring a birthday treat to share out at the end of the kinder session (such as biscuits or cupcakes) please speak to the teacher in advance and also provide a list of ingredients.

Sun Protection Policy

Ascot Kindergarten is a SunSmart centre. This means that all children need to wear appropriate clothing and a sun hat each day, as per the kindergarten *Sun Protection* policy. Generally, this will be from September to April however sun protection is required whenever the ultraviolet (UV) level is 3 or higher so staff will check the UV level each morning and will monitor this throughout the day.

We request that your child has a hat which covers their neck and ears as well as their face (see below - baseball style caps are not recommended). Children without a hat will not be able to access the same outdoor play activities as their peers. The minimum clothing for sun protection is a t-shirt with sleeves or equivalent, and shorts or a skirt. Sleeveless tops and tops with thin straps are not recommended.

Parents are requested to apply sunscreen to their children each day if possible, unless other arrangements have been made with staff. Parents will be asked to provide authorisation on the enrolment form to allow staff to apply sunscreen during kinder sessions. Please speak to staff if you have any concerns or requests regarding the application of sunscreen to your child.

Note: Hats with the kinder logo may be available to purchase throughout the year. Please speak with your child's teacher for further information.

Sunsmart Hats

Bucket hat



Legionnaire-style hat



Wide brimmed hat



Hygiene and Illness

If your child is unwell please keep them home until they are fully recovered. It would be appreciated that, if your child is not going to be attending kindergarten for an extended period of time, you notify the kindergarten of the expected period of absence.

If your child has a contagious disease (such as chicken pox) or communicable condition (such as head lice), please let us know immediately so we can inform other families. A list of such conditions and the exclusion period for each is available from staff and is located on the noticeboard in the locker area and also on our website.

We request that all families become familiar with our Dealing with Infectious Diseases policy and the requirements in relation to COVID. Further details are available on our website.

Medical Conditions (including Asthma, Allergies and Anaphylaxis)

When a child is diagnosed with a medical condition, including an allergy, anaphylaxis or asthma, the educators work closely with families to prepare a risk minimisation plan which ensures the safety and wellbeing of the child at risk. Families within the group or service will be notified at

the beginning of the year, and throughout the year, of any restrictions or risk minimisation strategies necessary to ensure the safety and wellbeing of a child at risk.

Immunisation

Under current Victorian legislation the kindergarten is unable to enrol a child at kinder unless they are provided with a current Immunisation History Statement from the Australian Immunisation Register (AIR) that shows the child is up to date with all immunisations that are due, or able to be received for their age. Throughout the year the service may contact you to request an updated Immunisation statement if your child was due for further vaccinations. Please contact the service if you require assistance to access this information or need further clarification.

Medication

Medication must be placed in the medication pockets in the kinder room (not left in children's bags) when children arrive at kinder. It will only be administered to children while they are at kinder if:

- the medication has been prescribed for the child by a registered medical practitioner,
- the original container or original label bears the name of the child to whom medication is administered,
- the medication is in date,
- a parent / guardian (as listed on the child's enrolment form) has provided written permission for a staff member to administer medication,
- an entry has been made in the kinder medication book.

Please note: Grandparents, babysitters, siblings, etc., are not able to provide staff with permission to administer medications unless authorised to do so on the child's Enrolment Form. Staff are unable to administer over-the-counter medications (such as Panadol) unless they have been advised by a registered medical practitioner (not including the child's parents / guardians) that this is necessary.

Emergency Procedures and Safety

The kindergarten has in place an Emergency Management Plan (EMP) that outlines how the service will respond in the event of an emergency. This plan is updated annually and is prepared in line with the Victorian Department of Education and Training guidelines. Educators practise emergency procedures with the children each term, which can include practising emergency evacuations of the kinder premises and leaving the kinder to attend our emergency evacuation point/s. The EMP is available at the kinder for families to view at any time and a copy is maintained in our emergency evacuation bags.

Our emergency evacuation procedures and guidelines are located in the following places: outside near the main entrance, inside near the fire extinguisher and in the office area. They are also available on our website.

If you plan to remain on site to assist in the program, please read this information in order to become familiar with our emergency procedures in the event that you are present during an emergency or a practice evacuation.

Kinder Policies

In order to comply with the Education and Care Services National Regulations 2011, Education and Care Services National Law, the National Quality Standards and the Victorian Child Safety Standards, Ascot Kindergarten has a range of policies and procedures in place. These govern how our service operates and ensure the kindergarten meets our moral and legal obligations to ensure the health, safety and wellbeing of all children attending the service. These policies are available in a folder in our kinder room and copies can be provided to you at any time upon request. A list of all kinder policies is available on our website and copies of policies are being added to the website as they are reviewed.

Complaints and Feedback

We value the importance of parent feedback throughout the year. Our Complaints and Grievance Policy outlines the procedure for providing feedback. The policy can be found on the kinder's website.

Ascot Kindergarten Privacy Statement

We believe your privacy is important. IT for Kindergartens has developed a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request and can also be located on our website.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*. Our Privacy Statement is also included on your child's enrolment form.

Child Safety

Ascot Kindergarten's *Child Safe Environment* and Wellbeing policy provides guidelines to ensure that our service:

- provides a safe environment for all children which ensures their safety, health and wellbeing
- promotes the cultural safety of all children
- identifies, reduces and removes risks of child abuse
- intervenes when a child may be at risk of abuse or neglect
- involves children in child safety including listening to children and incorporating their views about how to provide a safe environment
- makes staff and committee members aware of their legal and duty of care obligations to report child abuse and neglect

Ascot Kindergarten is committed to:

- the rights of all children to feel safe, and be safe at all times, including:
 - promoting the cultural safety of Aboriginal children
 - promoting the cultural safety of children from culturally and linguistically diverse backgrounds
 - promoting the safety of children with a disability
- values, respects and cares for children
- foster opportunities for each child to participate, express their views and to learn and develop
- always acting in the best interests of each child and has zero tolerance of child abuse
- taking all reasonable steps to ensure the health, safety and wellbeing of children at all times, whilst also promoting their learning and development
- actively managing the risks of abuse or harm to each child, including fulfilling our duty of care (refer to *Definitions*) and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- continuously improving the way our service identifies risks of and responds to child abuse, and encourages reporting and improved responses to allegations of abuse.

Note: Our *Child Safe Environment* and Wellbeing policy can be located on our website.

2024 TERM DATES AND PUBLIC HOLIDAYS

Teacher Planning and Set Up Day	Monday 29 th January
Term One Begins	Tuesday 30th January (Children)
Term One Ends	Thursday 28 th March
Term Two Begins	Monday 15 th April
Term Two Ends	Friday 28 th June
Term Three Begins	Monday 15 th July
Term Three Ends	Friday 20 th September
Term Four Begins	Monday 7 th October
Term Four Ends	Wednesday 18 th December
Staff Pack Up Days (students do not attend)	Thursday 19 th and Friday 20 th December
KINDER WILL BE CLOSED ON THE FOLLOWING PUBLIC HOLIDAYS	
Labour Day	Monday 11 th March
Good Friday	Friday 29 th March
ANZAC Day	Thursday 25 th April
King's Birthday	Monday 10 th June
AFL Grand Final Day Holiday	Friday 27 th September
Melbourne Cup	Tuesday 5 th November

Find us on 

Follow our Facebook page and keep up
to date with all the news and
upcoming events!

Search for our page:

www.facebook.com/ascotkinder