

# KINDERLEA 3 YEAR OLD PRESCHOOL INFORMATION BOOKLET



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# **WELCOME TO KINDERLEA 3 YEAR OLD PRESCHOOL**

**Our passion. Their future.**  
**Laying the foundations for life.**

Kinderlea supports the unique specialness of 3-year-old preschool and the inclusion of all children into our service. We pay particular attention to the wellbeing of each child to support their social and emotional development, this in turn ensures children feel valued, safe, accepted and supported within our environment. Children are then able to achieve the best possible outcomes to explore and learn. We respect and welcome the wide diversity of culture, strengths, and abilities that each child brings to Kinderlea

# OUR PHILOSOPHY

## Children

At Kinderlea we believe children extend their learning and build skills and knowledge daily, through interactions, experiences, and influences. Children are hands on learners who benefit from an open-ended environment with respect to each child's individual needs, ideas, experiences, and diversity. We support children's learning by providing a safe, secure, comfortable, respectful, fun and friendly environment where educators and families work together and are consistent in the support and guidance they offer children.

"When children feel safe, secure and supported they grow in confidence to explore and learn"

## Environment

A child's environment needs to be rich in relationships, rich in conversations, supportive, and respectful to each child's individual needs, interests, and abilities (Radich, 2011). With this in mind the, teachers and educators at Kinderlea strive to promote inviting flexible play spaces and offer children opportunities to explore, discover, practise skills, take risks and engage in new challenges and ideas. We believe children will learn most effectively in a secure, safe and supported environment that promotes open-ended interactions and experiences. Environments need to offer adequate space, resources, and materials for children to play and learn to their full potential.

"Environments and resources can also highlight our responsibilities for a sustainable future and promote children's understanding about their responsibility to care for the environment" (DEEWR, 2009, P.16)

Children, families, teachers, and educators can all contribute and support new ideas for learning within the environment.

## Community

Kinderlea 3yo Preschool acknowledges that our children and families play and learn on the traditional lands of the Wurundjeri and the Bunurong people of the Kulin Nation.

Through planned and spontaneous experiences we acknowledge and support the local community within the curriculum to encourage positive connections with children and families to ensure a sense of belonging.

"Exploring the diversity and culture of the community, networking with services and sharing resources, supports and strengthens the partnership we share with the wider community, children and families" (Arthur, Beecher, Death, Dockett & Farmer, 2012,p. 179)

By providing opportunities and support for children to participate in their community we are promoting a child's sense of identity and wellbeing (VEYLF, 2009).

## Relationships

"From birth, secure attachments formed through warm and respectful relationships with familiar adults are fundamental to children's learning and development" (VEYLF, 2009, p. 11).

At Kinderlea we are committed to building positive relationships with children, families, communities and colleagues. These relationships are formed through respect, trust, honesty and professionalism; we value individual needs, interests, cultures, ideas, views and concerns, ensuring quality practices within the learning environment are maintained (Rodd, 2006). When

children are provided with emotional support in a caring and nurturing manner it assists them to develop their own skills to interact positively with others (DEEWR, 2009).

## **Diversity and Inclusion**

“Emotional and social wellbeing is dependent on the acceptance of each child as a unique individual with different appearance, experiences, abilities and personality” (Kearns, 2010, p. 111).

At Kinderlea we acknowledge and respect the beliefs and values of children, families and work colleagues in respect to gender, culture, language, lifestyle choices, religion, and child rearing practices. The curriculum and environment supports the inclusion of all children regardless of their diverse backgrounds. Planning and implementing experiences to explore culture, heritage and traditions with a wide range of resources can broaden children’s perspectives and encourage respect for similarities and differences (DEEWR, 2009).

### **Our Acknowledgement of Country**

Here is the land where we live, learn and play (touch the ground)

Here is the sun and the sky (reach up to the sky)

Here are my friends from all around (arms sweeping in front)

And here am I (hands pointing to self)

Thank you to the First People of the Kulin nation for looking after the land and sharing it with us.

We promise to look after the land (hands on heart)

animals, the waterways and people too.

## **Teachers**

At Kinderlea we are dedicated and passionate teachers who believe early childhood is a unique time when children grow and develop at an amazing pace. All children are capable and strong learners and have the potential to thrive when engaging in a high quality play-based learning program.

*Play provides opportunity for children to develop skills and knowledge, experience feelings and dispositions that provide a solid foundation for life-long learning (DEEWR 2009).*

Teachers provide quality care when they work respectfully and collaboratively to share skills, knowledge, and expertise. At Kinderlea we believe effective educators must be dedicated to learn and grow themselves; reflect on practice and constantly develop their pedagogy (Rodd, 2006). Teachers build warm respectful relationships with children, colleagues, families and the community. Knowledge of curriculum frameworks, regulations and the Early Childhood Australia Code of Ethics (2011) are important skills for all early childhood teachers.



Kinderlea 3 year old Preschool

### Child Safe Statement of Commitment

*Kinderlea endeavours to create and maintain an environment where child safety is paramount and there is a **zero tolerance** of any form of child abuse. All allegations and safety concerns will be treated seriously and consistently with Kinderlea Policies.*

*Our commitment to the safety of children is based on our duty of care and responsibilities to children and always acting in the best interests of children. Authorities will be contacted when we are worried about a child's safety.*

*At Kinderlea we support and respect all children and we are committed to ensuring children feel safe, secure and empowered at all times.*

*We value and support diversity, inclusion and equality. We are committed to providing and promoting the cultural safety of Indigenous Australian children and children from culturally and linguistically diverse backgrounds.*

*Kinderlea is committed to regularly training staff and volunteers about child abuse risks. We are committed to ensuring Committee Members, Staff and Volunteers understand that child safety is everyone's responsibility.*

*Kinderlea is committed to an appropriate screening process for all staff and volunteers; ensuring they have a current Working with Children's Check (WWCC) or they hold a current registration with the Victorian Institute of Teaching (VIT).*

# EARLY YEARS LEARNING FRAMEWORKS

At Kinderlea, we use the Victorian Early Years Learning and Development Framework (VEYLDF) and the national Early Years Learning Framework (EYLF) which guides our curriculum and educational programs to support and extend children's learning and development.

The early years are a critical time for learning and development when children acquire essential skills and knowledge and when brain development is at its peak. By the time they enter school, children have already developed many communication styles and thinking skills; they have learned to build and maintain relationships and have established the foundations of their physical, social and emotional characteristics.

## THE EARLY YEARS LEARNING FRAMEWORK (EYLF)

This early childhood period is described in the national Early Years Learning Framework as a time of children's:

### BEING

Childhood is not solely a preparation for adulthood or for the future, but also about recognising the significance of the 'here and now' in children's lives.

### BELONGING

Knowing where and with whom you belong is integral to human existence. Relationships are crucial to developing a sense of belonging.

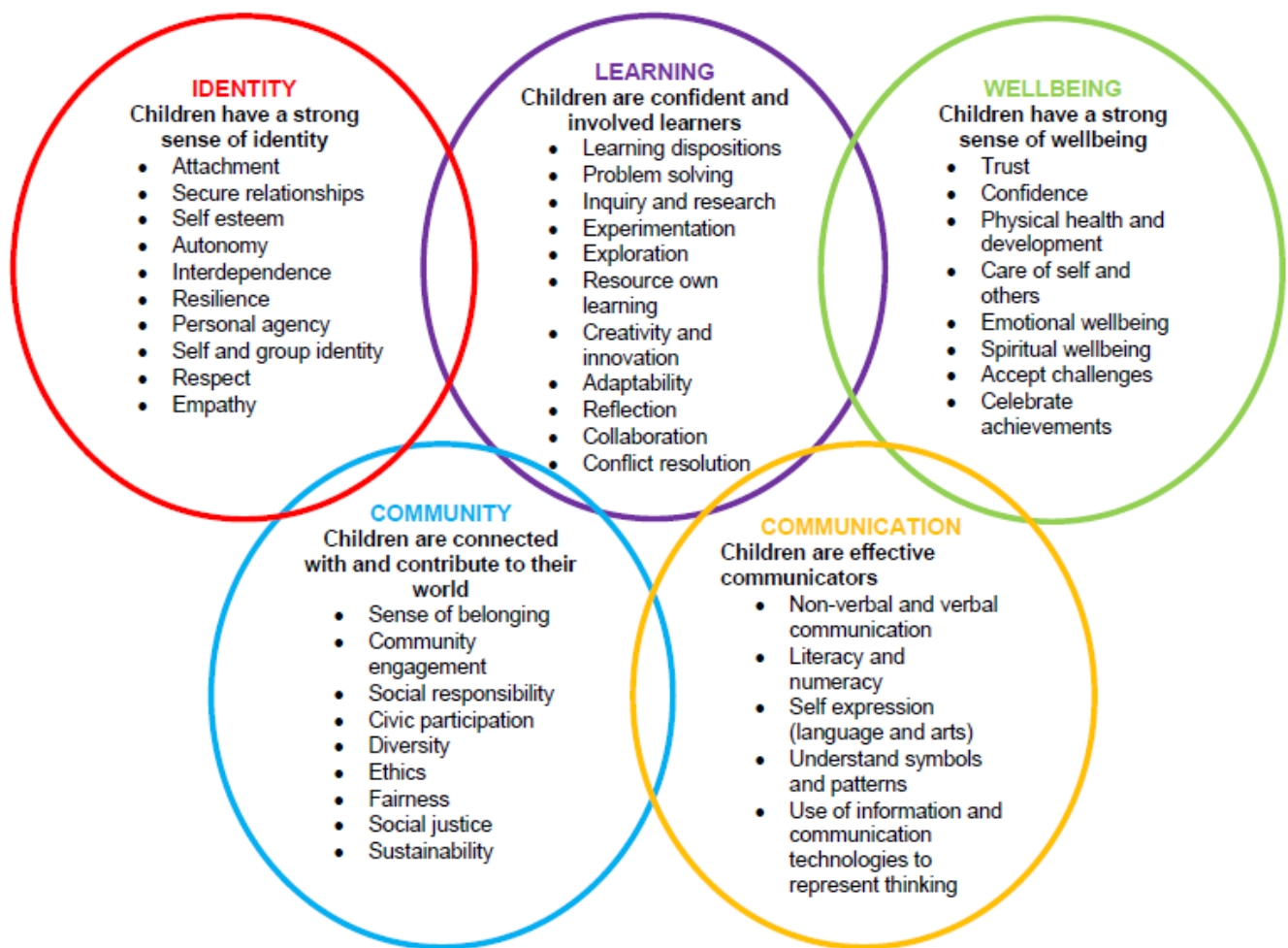
### BECOMING

Reflecting the process of rapid and significant change that occurs in the early years as young children learn and grow.

## THE VICTORIAN EARLY YEARS LEARNING AND DEVELOPMENT FRAMEWORK (VEYLDF)

The EYLF and the VEYLDF use five outcomes to describe the key elements of children's learning and development.

1. Children have a strong sense of identity (**Identity**)
2. Children are connected with and contribute to their world (**Community**)
3. Children have a strong sense of wellbeing (**Wellbeing**)
4. Children are confident and involved learners (**Learning**)
5. Children are effective communicators (**Communication**)



The above Early Years learning frameworks are used at Kinderlea to guide the planning cycle.

## OUR EDUCATORS



### **Shannon, Teacher (left)**

Shannon began teaching in 1995 and has a Diploma of Teaching (Early Childhood) and a Bachelor of Education (Early Childhood).

She is very passionate about Early Childhood education, in particular the specialness of the three year old year, having been fortunate enough to experience teaching three year old children both in Australia and overseas. She believes that children learn through their play and it is the role of educators to facilitate, support and guide that learning, and feels privileged to be a part of their development as little learners. Shannon loves singing with the children, movement and dance and telling a story (character voices and all!). Movement and literature are never far from her mind when planning the three year old program, along with the needs and interests of the children and their families.

When Shannon is not teaching, she loves spending time with her husband Steve, her children Alexandra, Ryan and Zara, and her puppies Shelby and Mila.

### **Jo, Teacher (middle)**

Jo is a Preschool Teacher with over 25 years of experience in early years education. Jo has a strong focus and passion for 3 year old kindergarten, which is reflected in her nurturing and fun approach to education. With an emphasis on learning through play, Jo develops programs to support children's interests, development needs and strengths. She creates learning environments that are inviting, engaging and stimulating for little learners.

Jo has a Bachelor in Early Childhood Education and participates regularly in professional training to ensure all new research in early childhood development is reflected in Kinderlea's programs.

Outside of Kinderlea, Jo enjoys spending time with her husband Rob, two daughters, Ella and Lily, and puppy Bonnie.

### **Claire, Educator and Administration Officer (right)**

Claire has been working as an Assistant Educator for over 12 years. Claire has a very warm and caring nature which ensures children feel safe and secure in the preschool environment.

With a Certificate III in Children's Services and a Diploma of Business Management, Claire has exceptional personal and professional skills that she brings to the Kinderlea Preschool program and is an integral member of the teaching team.

## **STAFF RATIOS:**

Early Childhood regulations stipulate a ratio of 1 adult to 11 children, however at Kinderlea we believe that a higher ratio of teaching staff provides the best quality educational program. We have a maximum of 20 children per group with 2 staff members.

## THE 3 YEAR OLD PROGRAM

The program at Kinderlea is developed through the interests and developmental needs of the children and is implemented through the stability of routine. This enables the children to feel safe, secure, and supported at Kinderlea and promotes a strong sense of identity. Within a 3 hour session the children will experience the following;

- Greeted and welcomed into the service
- Indoor Play (free choice, play-based activities)
- Together time (which can include stories, songs, dancing, games, and discussions)
- Routines (washing hands, snack time, tidying up times)
- Outdoor play (self-selection and open-ended play experiences)
- Reflection and mindfulness
- Good-bye time

The 3 Year Old learning program is a combination of intentional teaching, spontaneous learning experiences (children are already experts at this!) and activities based upon their emergent interests. Programs are always on display and available for parents to read and provide input.

### WHAT TO BRING TO KINDERLEA EACH DAY

Below is a list of things that your child will need to bring each day, these items will all need to be clearly labelled with your child's name.

1. A back pack (big enough to hold their belongings)
2. A lunch box with a small snack (we encourage healthy food choices)
3. A drink bottle (water only).
4. A change of clothes – just in case....
5. A sun hat (terms 1 and 4)
6. A warm coat and beanie (terms 2 and 3)

# WHAT TO WEAR TO KINDER

## CLOTHING

Kinder is all about exploring the world within our preschool environment. There are many opportunities to explore materials, which can sometimes become messy and wet. At times, your child will get dirty, so please dress them in suitable play clothes that are easily washed. While not compulsory, Kinderlea does sell a range of t-shirts, jumpers, hats and beanies with the preschool logo on them. These are available to order throughout the year. Alternatively, dress your children in clothes that they can manage themselves, for example trousers that pull up easily, no belts, buckles or braces. It is also helpful if clothing items are named. Please choose shoes that are solid with non-slip soles. **Thongs, slip-on shoes** and **Crocs** are not recommended as they pose a trip hazard. Your child should be able to play, move freely and climb safely.

### **Uniform Price List: (uniform available in sizes 4 & 6 and in colours Navy, pink, and red)**

Tee shirts	\$15
Jumpers	\$20
Beanie	\$15
Hat	\$15

\*uniforms will be available for viewing at the AGM.

## SUN PROTECTION

During terms 1 and 4 a combination of sun protection measures are implemented at Kinderlea. While we provide a sunscreen station for parents to apply sunscreen to their children if needed, as sunscreen takes approximately 20mins to take effect, it is expected that this is done at home before they arrive. This allows for flexibility within the sessions.

## COLD WEATHER

We aim to play outside each session (weather permitting). We ask that you pack a suitable coat (and a beanie if you choose) for your child to wear outside in terms 2 and 3.

# YOUR CHILD'S HEALTH AND WELLBEING

If your child is unwell please keep them home for their own health as well as the health of the other children and staff. If your child contracts an infectious disease we recommend contacting your doctor and checking the infectious period. Health Department regulations that govern infectious diseases in early childhood are on display at the preschool. Please advise your teachers if your child is going to be away for more than a few days if they are unwell.

## ALLERGIES:

If your child has anaphylaxis or allergies, an official Action Plan will need to be submitted to with your enrolment information prior to your child starting. The teaching staff will work with you to devise a Risk Minimisation plan to suit your child's specific needs. Any medication required by your child for these conditions must be provided and will need to be kept on the premises at all times.

### **MEDICATION:**

If your child requires medication to be administered during the preschool session, the medication must be brought to Kinderlea in its original container and displaying the original label. A parent or guardian must advise a staff member and will be directed to fill out the Administration of Medications record. If someone other than a parent or guardian is bringing your child, a signed letter must accompany the medication.

### **ACCIDENTS AND INCIDENTS:**

The teaching team are all first aid trained, in the unlikely event that an incident occurs, the staff apply their training and follow all appropriate procedures in a caring and timely manner. All information is recorded on the accident/injury record, and parents will be informed.

## **DROP OFF AND COLLECTION OF CHILDREN**

### **ATTENDANCE REGISTER**

It is a legal requirement that each parent/guardian signs their child in and out on arrival and departure. The exact time and signature must be documented at the beginning and end of each session, as well as who is collecting your child. Please note that children **will not** be able to go home with any person **not listed** on the child's enrolment record, or without written permission from the parent.

### **ARRIVAL AND DEPARTURE TIMES**

The kindergarten door will be opened at the appropriate times for each session. There must be 2 staff members present at all times before children are allowed to enter the session. Parents are asked to wait with their child until the door is opened and the children are correctly signed in. It is the parent's responsibility to supervise both primary school children and toddlers whilst waiting before and after the session. We ask that all primary school children wait outside to limit congestion and for younger siblings to stay with their parents during dismissal time. This is to avoid confusion and to ensure all children are dismissed to the appropriate parent/guardian. Please ensure that both gates at the entry are closed to ensure the safety of children still waiting. We thank you for your help in this important safety issue.

### **COLLECTION OF CHILDREN**

On each child's enrolment form, you are asked to list the names of people who have permission to collect your child at the end of a session. If for any reason the parent, guardian or nominated person is unable to collect your child, we require a telephone call from the parent/guardian to verbally authorise the child to go home with someone different. This is for exceptional circumstances and verbal permission must be conveyed to both staff members. The enrolment list can be added to at any time.

# PARENT COMMUNICATION

## PARENT – TEACHER COMMUNICATION

Communication contact can occur in many ways both formally and informally:

1. Spontaneous conversation before and after session.
2. Phone calls to the centre during non-session times.
3. An appointment can be arranged with your child's teacher if needed at a mutually convenient time.
4. An email at any time to [kinderleateachers@gmail.com](mailto:kinderleateachers@gmail.com) – this is the best form of initial contact.

## CLOSED FACEBOOK GROUP:

Each year a closed Facebook group is set up for current families. This is a great way to get to know and communicate with other families. You will be sent a link via the email you provided to the preschool.

# OTHER IMPORTANT KEY POINTS OF INFORMATION

## BIRTHDAYS

We are happy to celebrate your child's birthday Kinderlea. Small individual treats or non-food items are preferred. You will need enough for 20 children. The birthday child will hand these out at the end of the session for the children to take home.

## FUNDRAISING

Fundraising is an important part of Kinderlea as we receive no funding or subsidies from the government. Fundraising allows us to make improvements and purchase larger items that fees can't cover, as well as supporting community connections.

## FEES

A fee invoice will be given to you in the first few weeks of each term. There are a number of methods to pay your fees, a detailed letter will be handed out with your Term 1 fees explaining this. We ask that you pay your fees promptly to avoid unnecessary follow up calls.

## TOILETING

All children toilet independently at different times (just like other areas of development) Teachers will offer support, guidance and assistance where needed. Please feel free to discuss any toileting concerns with teachers as we understand that this can sometimes be a difficult transition for children

## PARKING

Please ensure you no child is left unattended in your vehicle at any time in the Kinderlea car park. It is important to supervise your children carefully at all times in the car park.

AND  
FINALLY...

Finally, we hope that you and your family will have a wonderful experience with us at Kinderlea. Thank you for choosing Kinderlea and allowing us to be your child's first steps in their educational journey.

