

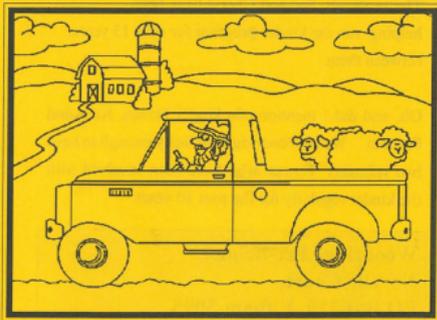
# THE SESSIONS

4 Year old - a choice of sessions

Blue group: Tues 8.45 - 12.15pm  
Wed 8.45 - 12.15pm  
Thur 12.45 - 3.45pm

Red group: Tues 1.00 - 3.30pm  
Wed 1.00 - 3.30pm  
Thur 9.00 - 11.30am  
Fri 9.00 - 11.30am

If you would like to find out more about the kinder please come and visit us or contact Karen or Kim on 9439 2183.



# 3 YEAR OLD KINDER

## Starting Soon

3 Year Old Kinder  
2 x 2½ hour sessions per week

## Term Fees

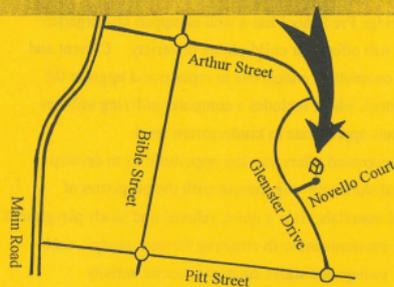
\$180 for two sessions per week  
or \$95 for one session per week

## Proposed Session Times:

Monday 9.30am - 12.00 noon  
Friday 1.15pm - 3.45 pm

If you are interested in enrolling your child for term 3, 1996 or 1997 please telephone Suzie on 9439 7246 or Sue on 9439 9063

## WHERE ARE WE ?



# WOODRIDGE PRE SCHOOL INCORPORATED



## THE PROGRAM AT WOODRIDGE



### PLAY IS THE WORK OF CHILDREN

Children at Woodridge Pre School have the opportunity to become involved in creative, expressive, constructive and active play. The children are encouraged to become confident, independent, responsible and be able to make positive decisions. Opportunity is given to work in many different environments. The children can work in pairs, small groups or as a whole group. The teachers develop a program to provide the children with many different experiences. A range of equipment enables the

children to develop skills at their own pace and in a way that best suits them. They are exposed to adult company that is responsive to their physical and emotional needs as well as being sensitive to their stages of development.

While your child is socializing with others they are encouraged to express their feelings appropriately and be able to sort out disputes constructively.

## THE ENVIRONMENT



Woodridge Pre School has a well equipped kindergarten which will offer your child plenty of variety. Current and future committees endeavour to replace and upgrade the equipment, which includes a computer utilizing software programs appropriate to kindergarten level. The playground offers varying opportunities to develop physical skills and experiment with the properties of natural materials. It is a quiet, relaxed and shady playground. A safe environment with climbing frames, sandpit, cubby house, swings and slides encourage social activity. Please come and see for yourself. You are welcome to visit the kindergarten at any time.

## THE TEACHERS

### KAREN CHAMOUN

Karen has been teaching kindergarten children for eight years. She completed her teaching degree at Phillip Institute and a Graduate Diploma of Special Education at Melbourne University.

### KIM BRODRIBB

Kim completed her teaching Diploma at Melbourne University and has been teaching for four years. She has experience in both 3 & 4 year old groups and is currently studying a Bachelor of Education at Melbourne University.

The assistants, Sue and Cheryl have been helping run the kinder program for over 15 years between them.

Oh, and did I mention our kinder Nanas, Kath and Frances. We at Woodridge are lucky enough to have two volunteer 'Nanas' who have been involved with the kinder regularly for the past 10 years.

**Woodridge Pre-School**  
Novello Court,  
PO Box 229, Eltham 3095

Phone: 9439 2183

[1999]



# WOODRIDGE PRE-SCHOOL

## 4 YEAR OLD HANDBOOK



Ph. 9439 2183  
(for excursions 0413 802 822)

## Welcome

Welcome to Woodridge Pre-School. We hope you and your family have a happy, exciting and productive year with us.

Your teacher is Kim Brodribb.

Our assistants are Sue Knell and Cheryl Roberts.

We feel very comfortable with the children calling us by our first names.

## Group Times

Blue group session times are:

Monday	1.00pm to 4.00pm
Tuesday	8.45am to 11.45am
Wednesday	8.45am to 11.45am
Thursday	1.00pm to 4.00pm

Red group session times are:

Tuesday	1.00pm to 4.00pm
Wednesday	1.00pm to 4.00pm
Thursday	8.45am to 11.45am
Friday	8.45am to 11.45am

After Kinder Care sessions are:

Tuesday	4.00pm to 6.00pm
Wednesday	4.00pm to 6.00pm

## What the Pre-School offers your Child...

A Child :

- Develops ideas and stimulates a curiosity at all age levels, through exploring the Pre-Schools equipment, materials and opportunities.
- Gains confidence and independence by being in a safe environment, guided by a trained teacher, who knows his/her needs.
- Develops concentration through - musical experiences, stories, paintings, cutting, pasting, blocks, clay, puzzles ... etc...



- Develops socially by learning to give and take, respect others rights, and to share ideas. They will also develop and practice skills which will enable them to solve disputes peacefully and constructively.
- Develops physically, through mastering skills such as running, jumping, balancing, ascending, hand movements, eye/hand coordination ....etc....etc....
- Through observation, questioning and listening, we come to know and understand each child. We aim to provide learning experiences best suited to each child's interest and stage of development.

## Settling your child into kindergarten

Some children will feel shy when they start at kindergarten, and they may need you to stay with them for a few days, until they are familiar with the new faces and surroundings. Please make allowances for this, time-wise.

When it is time to say good-bye, do so promptly, telling your child you will be back to pick them up soon. Try and settle your child to an activity rather than leaving them standing aimlessly in the room.

If you have any concerns about your child starting at kindergarten, please come and see me.

## **Arrivals and Departures**

When you bring your child to kindergarten, please come right inside, and again when you come to collect your child. You are required to sign "on and off" each session. This is required to be an accurate, legal document, therefore we require accurate times, and the person signing needs to be over the age of 18.

If someone different is dropping off or collecting your child, you need to tell us the relevant information beforehand.

If you are delayed or suddenly unable to pick up your child you need to ring us and tell us. We will not hand your child over to anyone, unless we have been previously informed to.

At the start of each session could parents wait until a staff member opens the door, to invite everyone in. At the end of the session, again a staff member will open the door allowing parents to collect their children. We usually end each session with a story sitting on the mat. Children will be asked off the mat once their parent / guardian has arrived.

## **LATE PICK-UP POLICY**

The Kindergarten has set session times in which children are taught, supervised and cared for. These sessions are set out in Group Times on Page 1.

Unlike a 'Child Care' Service, these times cannot be extended to meet individual families time requirements.

In the Pre-School the teacher and assistant must be present if

children are in attendance.

In the event of a child being picked up late BOTH the teacher and assistant must remain in attendance, which would lead to the payment of overtime wages, if they are delayed beyond their normal departure time.

Guidelines:

1. Children must be collected as close as possible to the session finishing time.
2. If a delay of the child's collection is going to occur, the Pre-school teacher must be notified.
3. In an emergency situation, alternative arrangements should be made and the Pre-school teacher notified of the changes.
4. A fine may be imposed by the Management Committee, if the pick-up time is delayed half an hour after the normal session finishing times, so as to offset staff overtime payments.

The fines are:-

\$10.00 for the first 15 minutes overdue and

\$ 15.00 for each 15 minutes thereafter.

## **How parents can help .....**

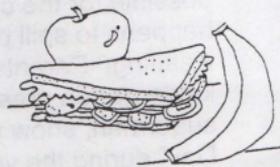
Any help you can offer is ALWAYS greatly appreciated. Each session a parent is rostered on to stay and help us with the programme. This also gives you the opportunity to watch your child at play, and to become involved in what the children are doing.

We ask parents to volunteer two sessions towards kindergarten duty, each term. Apart from the preparation of fruit, the rostered volunteer may be asked to help with photocopying, displaying children's work and/or cutting required materials and cleaning up as

well. Parental involvement is essential if the kindergarten is to function in a smooth and efficient manner. If you cannot attend KINDERGARTEN DUTY on your rostered day, organise to swap with another parent and advise the teacher beforehand.

We ask each family to supply **Two (2) pieces of fruit each week**

This allows for a snack time each session. The fruit should be brought at drop off time at the each session. You can be adventurous with the fruit you share..... dried fruits, cheese, dried biscuits, dips, hard boiled eggs, ..... anything !

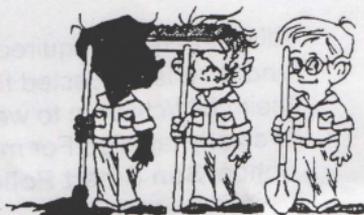


## Laundry

Smocks and hand towels are provided by us. However, each weekend, the towels and smocks are sent home for parents to wash and return the following Monday. Each family will have a turn (or two) at washing these items during the year.

## Sweeping / Garden duty

We also have a tidying up roster whereby each weekend a family will be responsible for coming and sweeping in and around the sheltered areas. Each family will have a turn at this.



Amaintenance Levy has now been introduced to encourage families to attend working bees held at the kinder. It is the aim of the Woodridge Pre-School Committee to maintain a safe and healthy environment for all the children that attend.

## Children's Clothing

Please send your child in **comfortable, washable play clothes**. Although we do our best to protect the children's clothing, it is not possible for the children to stay clean at all times. If your child happens to spill paint on their clothes we recommend cold water washing. Parents are asked not to send their children to kindergarten dressed in character costumes, e.g. Batman, superman, snow white. Provision may be made for a "Dress-up Day" during the year. Please make sure all clothing is named especially Woodridge jumpers.

**Thongs are not permitted**, as they hamper climbing and running. In cold and wet weather feel free to send the children along in gumboots and coats.



We very strongly recommend the wearing of **sunscreen**. Sunscreen needs to be applied at least 15 minutes before going out into the sun to become effective, therefore please apply to the children before they come to kindergarten.

All children are required to **wear a hat and sunscreen in terms 1 and 4**. It is requested that parents continually reinforce the need for their child/children to wear hats. Please make sure your child's hat is clearly labelled. For more details please refer to Woodridge Pre School **Sun Smart Policy**

Elasticised trousers give the child more independence. You may like to leave spare underpants in their bags, in case of accidents. Children feel a little more comfortable in their own clothing, however we do have a stock of spare clothes at the centre.

## Lending Library

You will need to supply your child with a named bag that can be used as a library bag. The children will be able to borrow books from the kindergarten for a week, and then exchange them for another the following week. You will be notified as to when we will start the Lending Library, and on which day it will be conducted.



## Birthdays

The children enjoy celebrating their birthday at kindergarten. You may like to bring along a simple cake or individual cup cakes to share with the other children. If you are planning a birthday party for your child

we ask that you place invitations in children's pockets. Please don't hand them out as some children will feel left out.

## Toys

Please do not encourage your child to bring along their special toys to kindergarten. We find that they nearly always end up lost, broken or forgotten altogether.

However, if children are bringing along items of interest, we do have a Treasure Box, where items can safely stay until the end of the session.

## Special Events

During the year Special Events are organised for the children and at times their parents/family. Past events for the children have

included a visit from Farmer Bob and his mobile farm ; Andrew the Reptile Man ; a Dentist ; a puppeteer and a fairy. Annual events include : Easter Bonnet Parade, Mother's Day Luncheon, (made by the children !!), Father's Night and a Christmas Concert.

## **Information**

Each child has a named "pocket" in which all newsletters and other information will be placed. Please check this regularly.

## **Illness**

If your child shows any signs of infection, please keep him/her at home. (Even if they insist on coming !). Childhood infections spread very quickly in the pre-school age group. We can never seem to shake off coughs and colds and children seem to continually re-infect each other, and staff members as well ! The effect of the day at kindergarten is very exhausting for a sick child, and may hamper his/her recovery. Kindergarten is a very busy and noisy place --- not a good place to be when you are feeling unwell.

We have included our illness and infectious diseases policy for your reference .

Should your child have an accident at kindergarten or is feeling unwell, I will phone parents. If you are going away on holidays please let us know.

## Fundraising

For all kindergartens to be financially viable, fundraising has become essential. The Social Committee attempts to organise varied and interesting means of fundraising, eg. trivia nights, chocolate drives, school products. All families are asked to support the fundraising efforts.

## The Committee of Management

The committee of management comprises of 12 voluntary members, who are elected by parents at the Annual General Meeting. There are a number of Office Bearers as well as general committee members. The committee oversee the running of the centre, organise social and fundraising events, and manage administrative tasks.

However, the committee needs the support of all parents to keep the kindergarten functioning properly. The committee meets once a month and all parents are invited to attend.

## General Requests

- Please keep the kindergarten doors and gates closed at all times.
- No toy guns/weapons are to be brought to kindergarten. We like to encourage a non violent environment.
- Non kindergarten children (babies, toddlers, and older children) are **your responsibility**. Please ensure that they are not left unattended, in the playroom, or playground.
- Remember to notify us if someone other than yourself is to collect your child from kindergarten. We will need a description of the person should you telephone us during the session.
- No lollies or chewing gum please.

- Please inform us if you change address, telephone numbers... etc, etc, we will need to update our records.
- We are always looking for parents to help us with specific jobs or tasks. If you have a skill, or hobby, please don't be shy....let us know.....

## ..... And Finally .....

When your child commences Woodridge Pre-School, we welcome the whole family, and you to share in the experience of planning. Please don't hesitate to contact us, if you and your child has a problem regarding the pre-school.

To ensure that I will be able to talk freely and confidently with you, make a time after the session is completed or during the teachers preparation times.

Once again, welcome to Woodridge Pre-School. I'm sure we are all in for a productive and happy time.

Kim Brodribb.

## PROCEDURES FOR DEALING WITH INFECTIOUS AND COMMUNICABLE DISEASES

The Director or nominee must ensure that information about the occurrence of an infectious disease in either staff or children is made known to all guardians of children.

Guardians are to notify the Director or nominee of any illness.

Guardians are to check with the Director or nominee about period of time children must be absent with an infectious or communicable disease.

Parents/guardians must keep their child at home if they are suffering any of the following;

- Gastroenteritis - vomiting or diarrhoea (excluded for 24 hours after last incident)
- Fever
- Respiratory infection - more than just the common cold.
- Hand, foot and mouth disease - when weeping blisters are present.
- Conjunctivitis - until discharge from eye has stopped.
- Infectious diseases as per the Department of Human Services schedule (see over)

Parents/guardian will be called to collect their child if the above illness are present and are affecting the child's ability to participate in the day's program.

An ill child will be kept comfortable and under observation until the parent/emergency contact person collects the child.

Parents must ensure that they have provided consent for someone else to collect their child if they are unable to do this.

## DHS School Exclusion Table

Minimum Period of Exclusion from Schools and Children's Services Centres of Infectious Diseases Cases and Contacts

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Chicken Pox	Until fully recovered or at least 1 week after the eruption first appears.	Not excluded
Conjunctivitis (acute infections)	Until discharge from eye has stopped.	Not excluded
Diphtheria	Until receipt of medical certificate of recovery from infection.	Domiciliary contacts excluded until investigated by the medical officer of health or health officer of the Department and shown to be clear of infection.
Giardiasis (diarrhoea)	Until diarrhoea has stopped.	Not excluded
Hepatitis A (infection Hepatitis)	Until receipt of medical certificate of recovery from infection, or until symptoms disappear.	Not excluded
Hepatitis B	Until recovery from acute attack.	Not excluded
Impetigo (school sores)	Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has begun and that sores on exposed surfaces such as scalp, hands, face or legs are properly covered with moisture-proof dressings.	Not excluded
Leprosy	Until receipt of medical certificate of recovery from infection.	Not excluded
Measles	Until at least five days from the appearance of rash or until receipt of medical certificate of recovery from infection.	Non-immunised contacts must be excluded for 13 days from the first appearance of rash in the last occurring case, unless they are immunised within 72 hours of first contact.
Meningococcal infection	Until receipt of a medical certificate of recovery from infection.	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for a least 48 hours.
Mumps	Until fully recovered.	Not excluded
Pediculosis (head lice)	Until appropriate treatment has begun.	Not excluded
Pertussis (whooping cough)	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection of they have not had whooping cough or immunisation against whooping cough.
Poliomyelitis	Until at least 14 days after the onset of illness and until receipt of a medical certificate of recovery from infection.	Not excluded
Ringworm	Until appropriate treatment has begun	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea has stopped.	Not excluded
Rubella	Until fully recovered or at least five days after onset of rash.	Not excluded
Scabies	Until appropriate treatment has begun	Not excluded
Shigella (diarrhoea)	Until diarrhoea has stopped.	Not excluded
Streptococcal infection, including Scarlet Fever	Until receipt of medical certificate of infection.	Not excluded
Trachoma	Until appropriate treatment has begun	Not excluded
Tuberculosis	Until receipt of medical certificate from a health officer at the Department that the child is not considered to be infectious.	Not excluded
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection.	Not excluded unless the Medical Officer of Health or a health officer of the Department considers exclusion to be necessary.

"Medical Certificate" means a certificate of a legally qualified medical practitioner. This table is based on the Health (Infectious Diseases) Regulations 15 & 16, Schedule 5.



P.O. BOX 229  
Novello Court  
Eltham Vic 3095  
Ph. 9439 2183



## Policy for the hire of Preschool Equipment

1. Tables and chairs may be hired from the preschool by the preschool community and associated members at the discretion of the management committee and/or the preschool Director.
2. Fee to be set at \$10.00 refundable deposit and \$5.00 per 1 table and 4 chairs, payable prior to removal of the equipment. Should extra chairs be required without tables a fee of \$1.00 per chair will apply
3. Hirer must undertake to sign a contract accepting responsibility for any loss or damage to any equipment hired, and be prepared to pay for, or repair, any damage to any equipment hired.
4. The collecting (pick up) and return of the equipment is the responsibility of the hirer. This must under no circumstances effect the normal operation of Preschool programs. Pick up can occur between 4.30 - 5.00 pm on Friday afternoon, and return of equipment on Monday between 8 - 8.30 am, or at other times as arranged.
5. Late return of equipment which effects the normal operation of the Preschool will incur a penalty of \$50.00

# WOODRIDGE PRESCHOOL Inc

A001 003 4F



P.O. BOX 229  
Novello Court  
Eltham Vic 3095  
Ph. 9439 2183



I/WE the undersigned hereby undertake to take all due care and responsibility for the equipment which I/ we have hired from Woodridge Preschool. In the event of any loss or damage to said property, I/We agree to pay the cost of the repair or replacement of equipment to an equivalent value as that which was damaged or lost.

I/We agree to pay a \$10.00 refundable deposit, plus \$5.00 for each 1 table and 4 chairs hired, non refundable.

In the event of the late return of the equipment which interferes with the normal operation of the kinder, I/We agree to pay a late fee of \$50.00 to the Preschool.

.....  
Hirer

.....  
for the Management Committee

\$10.00 refundable deposit paid.

Date.....

Number of Tables .....

Number of Chairs .....

Amount received \$.....(including deposit)

Signed.....

\$10.00 deposit refunded.

Date.....

Signed.....

**WOODRIDGE**



**PRE-SCHOOL**

**INFORMATION HANDBOOK  
4 YEAR OLD PROGRAM**

*Address: 4 Novello Court, Eltham, 3095*

*Phone: 9439 2183*

*Excursions/Emergency: 0413 802 822*

## Welcome

Welcome to Woodridge Pre-School. We hope you and your family have a happy, exciting and productive year with us.

Your teacher is Kim Brodribb

Our assistants are Sue Knell and Cheryl Roberts.

We feel very comfortable with the children calling us by our first names.

## Group Times

**Blue group** session times are :

Tuesday	8:45 am to 12:15 am
Wednesday	8:30 am to 1:30 pm
Thursday	12:30 pm to 4:00 pm

**Red group** session times are :

Monday	1:00 pm to 4:00 pm
Tuesday	1:00 pm to 4:00 pm
Thursday	8:45 am to 11:45 am
Friday	8:45 am to 11:45 am

If sufficient numbers are interested, After Kinder Care (AKC) may be provided following the afternoon sessions.

Each group caters for a maximum of 26 children.

## What the Pre-School offers your Child...

### A Child :

- develops ideas and stimulates a curiosity at all age levels, through exploring the Pre-School's equipment, materials and opportunities.
- gains confidence and independence by being in a safe environment, guided by a trained teacher, who knows his/her needs.
- develops concentration through - musical experiences, stories, paintings, cutting, pasting, blocks, clay, puzzles ... etc...
- develops socially by learning to give and take, respect others rights, and to share ideas. They will also develop and practice skills, which will enable them to solve disputes peacefully and constructively.
- develops physically, through mastering skills such as running, jumping, balancing, ascending, hand movements, eye/hand coordination ....etc....etc....
- through observation, questioning and listening, we come to know and understand each child. We aim to provide learning experiences best suited to each child's interest and stage of development.

### The Program:

In developing the program for the children the whole child is taken into account. Five areas of development are developed: Language; Cognitive; Social; Emotional; and Physical (both fine and gross motor).

It is well known that all children develop at their own rate so, within the group of 26 children, we have varying levels of development. Consequently, a program that caters for all children is provided.

### How is this done?

Children are observed on an individual level and within the group. Checklists and running records (written observations) are used to identify where children are at in respect of their development. From these observations objectives are set for the children to achieve. A program is then created with activities that will give the child/ren the opportunity to develop the skill or objective that has been set.

An example: Johnny is observed using two hands to hold the scissors to cut the paper. An activity is then set in the following weeks based on cutting with scissors. Spring scissors will be provided in addition to the usual children's scissors. Staff would encourage Johnny to the activity and show him how to hold the scissors. If he still has difficulty we would give him the spring scissors; this encourages the child to develop the first skill of cutting, i.e. opening and shutting the scissors.

During the year when the children are more confident in expressing themselves the group is asked what they would like to make, learn about and do the following week. Using their suggestions a program is developed based on their ideas. This form of teaching encourages children to contribute. It gives them ownership of the program and lets the children know that they are important and that their ideas are valued. By programming this way it also means that children are more likely to participate without needing direction from staff because it is what they wanted to do.

The program will provide children with learning experiences in many areas including: art, science, maths, computers, music, language, reading, writing, movement, dance and cooking. Children will be encouraged to try all aspects of the program and the emphasis will be placed on the process not the final product.

### Permanent Learning Areas

Although the 4yo kindergarten program will change on a weekly basis to ensure that individual and group needs are being met, there are some activities, which will remain in some form each week, as they are important in early childhood development. These are called Permanent Learning Areas:

### Blocks

The block area is an excellent way for the children to learn about concepts such as number, quantity, and relationship between sizes, dimensions and measurement. The blocks are open ended and therefore all children will gain a sense of achievement.

## **Puzzles**

Puzzles are an excellent resource for children. When doing a puzzle children are using their cognitive skills to reason things out. They are also learning about mathematical concepts such as spatial awareness, shape and size. This activity assists children to develop eye hand co-ordination which is essential for future reading and writing.

## **Library Corner**

Library corner introduces the children to the world of books. As well as gaining much enjoyment from having stories read to them children will gain an appreciation of the books. They will learn how to handle books, gain awareness of authors/illustrators and prepare themselves for learning to read and write in the future.

## **Construction Trolley**

One of the most popular activities within the kindergarten. The construction trolley is full of recycled materials and offers children a place to create. Another open-ended activity where children use their fine motor skills to express their own ideas.

## **Dramatic Play Corner**

This area will take on many forms throughout the year depending on the children's interests. This corner will see children learning through role-play whilst utilising dress ups and other props. Dramatic play facilitates children's learning primarily in the areas of social and emotional development.

## **Easel Painting**

Another of our permanent learning areas that provides the children with the opportunity to express themselves creatively through painting.

## **Our Philosophy on Outdoor Play**

*Developed by Kim Brodribb, Sue Knell and Cheryl Roberts.*

All children need to spend time outdoors involved in free play. Free play to us is play that is not created by the adults; it comes from the child or children involved. Therefore, we believe it is our role to introduce children to a wide range of resources that they can utilise to facilitate their play – not always create lovely environments for them. Staff can play with children but we don't want to intrude on their play. Sometimes this means that staff are watching the children and are there to guide or assist when they are needed.

We strongly believe that children need to be able to develop their own ideas from scratch. For many children this is a difficult skill to learn and develop but we believe it will certainly benefit them in the future. Free play can open the door for many play ideas which means that sometimes the play isn't safe – it is then our role to talk to the child/ren about our concerns. Using language that involves our feeling, e.g. "I am feeling a bit scared!" "Do you know what is making me scared?" In most cases children can answer and begin to learn about boundaries, rules and why we have them.

In some situations we do create environments or make suggestions to children to help get them started, we can be involved in their play and offer ideas but is important to listen to the children and make them responsible in directing their play.

Whilst playing children are continuously learning and developing skills. They will develop their:

- 1) physical skills such as strength, co-ordination and balance when they climb on equipment;
- 2) social and emotional skills such as sharing, turn taking and co-operation;
- 3) language skills when involved in group role-play games;
- 4) basic mathematical skills through measuring and filling containers with water or sand;
- 5) problem solving skills through sorting out their own disputes.

## Settling your child into kindergarten

Some children will feel shy when they start at kindergarten, and they may need you to stay with them for a few days, until they are familiar with the new faces and surroundings. Please make allowances for this, time-wise.

When it is time to say good-bye, do so promptly, telling your child you will be back to pick them up soon. Try and settle your child to an activity rather than leaving them standing aimlessly in the room.

If you have any concerns about your child starting at kindergarten, please come and see me.

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When you bring your child to kindergarten, please come right inside, and again when you come to collect your child. You are required to sign "on and off" each session. This is required to be an accurate, legal document, therefore we require accurate times, and the person signing needs to be over the age of 18.

If someone different is dropping off or collecting your child, you need to tell us the relevant information beforehand.

If you are delayed or suddenly unable to pick up your child you need to ring us and tell us. We will not hand your child over to anyone, unless we have been previously informed to.

At the start of each session could parents wait until a staff member opens the door, to invite everyone in. At the end of the session, again a staff member will open the door allowing parents to collect their children. We usually end each session with a story sitting on the mat. Children will be asked off the mat once their parent / guardian has arrived.

## Collection of Children

The Kindergarten has set session times in which children are taught, supervised and cared for. These sessions are set out in Group Times on Page 1.

In the event of a child being picked up late BOTH the teacher and assistant must remain in attendance, which would lead to the payment of overtime wages, if they are delayed beyond their normal departure time.

## Guidelines:

1. Children must be collected as close as possible to the session finishing time.
2. If a delay of the child's collection is going to occur, the Pre-school teacher **must** be notified.
3. In an emergency situation, alternative arrangements should be made and the Pre-school teacher notified of the changes.
4. A late collection fee may be applied when:

- ❖ the parent/guardian is between 15 and 30 minutes late. This fee is \$5.00 for every 10 minutes or part thereof;
- ❖ if the parent/guardian is over 30 minutes late, the above applies for first 30 minutes, but subsequently the charge is \$1.00 per minute.

## How parents can help .....

Any help you can offer is **ALWAYS** greatly appreciated. Each session a parent is rostered on to stay and help us with the programme. This also gives you the opportunity to watch your child at play, and to become involved in what the children are doing.

We ask parents to volunteer two sessions towards kindergarten duty, each term. Apart from the preparation of fruit, the rostered volunteer may be asked to help with photocopying, displaying children's work and/or cutting required materials and cleaning up as well. Parental involvement is essential if the kindergarten is to function in a smooth and efficient manner. If you cannot attend **KINDERGARTEN DUTY** on your rostered day, organise to swap with another parent and advise the teacher beforehand.

We ask each family to supply **two (2) pieces of fruit each week**. This allows for a snack time each session. The fruit should be brought at drop off time at the each session. You can be adventurous with the fruit you share..... dried fruits, cheese, dried biscuits, dips, hard-boiled eggs, ..... anything !

## Laundry

We provide smocks and hand towels. However, each weekend, the towels and smocks are sent home for parents to wash and return the following Monday. Each family will have a turn (or two) at washing these items during the year.

## Sweeping / Garden duty

We also have a tidying up roster whereby each weekend a family will be responsible for coming and sweeping in and around the sheltered areas. Each family will have a turn at this.

Every term we have a Working Bee, which helps to maintain the buildings and grounds. A representative from each family is expected to attend the Working Bee (two per year). This enables you to receive your maintenance levy of \$50 per year which is refunded in fourth term. It is preferred that children do not attend the Working Bee as they cannot be properly supervised while work is being carried out and the use of power tools, etc can be a danger. A sausage sizzle for the whole family is usually held at the end of the Working Bee. It is the aim of the Woodridge Pre-School Committee to maintain a safe and healthy environment for all the children that attend the kindergarten. The successful attendance at our Working Bees ensures this is possible.

## Children's Clothing

Please send your child in **comfortable, washable play clothes**. Although we do our best to protect the children's clothing, it is not possible for the children to stay clean at all times. If your child happens to spill paint on their clothes we recommend cold water washing. Parents are asked not to send their children to kindergarten dressed in character costumes, e.g. Batman, superman, snow white. Provision may be made for a "Dress-up Day" during the year. Please make sure all clothing is named especially Woodridge jumpers. **Thongs and slip-on shoes are not permitted**, as they hamper climbing and running. In cold and wet weather feel free to send the children along in gumboots and coats.

## Sun Protection Policy

The pre-school has implemented a Sun Protection Policy that requires parents to apply sunscreen **prior to their child attending pre-school** from the start of September to the end of April. An SPF of 30+ is recommended. Sunscreen is available at the pre-school and will be applied by staff when deemed necessary or at parental request.

In addition children are required to bring / wear a hat on sunny days. It is requested that parents continually reinforce the need for their child/children to wear hats. Please make sure your child's hat is clearly labeled.

Elasticised trousers give the child more independence. Also, please ensure

that you leave a change of clothes including socks & underpants in their bags, in case of accidents. Children feel a little more comfortable in their own clothing, however we do have a stock of spare clothes at the centre.

## Lending Library

You will need to supply your child with a named bag that can be used as a library bag. The children will be able to borrow books from the kindergarten for a week, and then exchange them for another the following week. You will be notified as to when we will start the Lending Library, and on which day it will be conducted.

## Birthdays

The children enjoy celebrating their birthday at kindergarten. You may like to bring along a simple cake or individual cup cakes to share with the other children.

## Toys

Please do not encourage your child to bring along their special toys to kindergarten. We find that they nearly always end up lost, broken or forgotten altogether.

However, if children are bringing along items of interest, we do have a Treasure Box, where items can safely stay until the end of the session.

## Special Events

During the year Special Events are organised for the children and at times their parents/family. Past events for the children have included a visit from Farmer Will and his mobile farm ; Andrew the Reptile Man ; a Dentist and a storyteller. Annual events include : Easter Bonnet Parade, Mother's Day Morning Tea, (made by the children !!), Father's Night and a Christmas Concert. There will also be a number of excursions throughout the year which **may** be financially supported through fundraising efforts.

## Information

Each child has a named "pocket" in which all newsletters and other information will be placed. **Please check this regularly.**

## Illness

If your child shows any signs of infection, please keep him/her at home, even if they insist on coming in. Childhood infections spread very quickly in the pre-school age group. We can never seem to shake off coughs and colds and children seem to continually re-infect each other, and staff members as well! The effect of the day at kindergarten is very exhausting for a sick child, and may hamper his/her recovery. Kindergarten is a very busy and noisy place — not a good place to be when you are feeling unwell.

If your child has a contagious ailment — e.g. chicken pox, head lice, measles...etc...etc... please ring and let us know, so we are able to warn other parents.

Should your child have an accident at kindergarten or is feeling unwell, I will phone parents. If you are going away on holidays please let us know.

## Fundraising

For all kindergartens to be financially viable, fundraising has become essential. The Social Committee attempts to organise varied and interesting means of fundraising, eg. trivia nights, chocolate drives, school products. All families are asked to support the fundraising efforts.

## The Committee of Management

The committee of management comprises of 12 voluntary members, who are elected by parents at the Annual General Meeting. There are a number of Office Bearers as well as general committee members. The committee oversee the running of the centre, organise social and fundraising events, and manage administrative tasks.

However, the committee needs the support of all parents to keep the kindergarten functioning properly. The committee meets once a month and all parents are invited to attend.

## General Requests

- Please keep the kindergarten doors and gates closed at all times.
- No toy guns/weapons are to be brought to kindergarten. We like to encourage a non-violent environment.
- Non-kindergarten children (babies, toddlers, and older children) are **your responsibility**. Please ensure that they are not left unattended, in the playground, or playground.

- Remember to notify us if someone other than yourself is to collect your child from kindergarten. We will need a description of the person should you telephone us during the session.
- No lollies or chewing gum please.
- Please inform us if you change address, telephone numbers... etc, etc, we will need to update our records.
- We are always looking for parents to help us with specific jobs or tasks. If you have a skill, or hobby, please don't be shy....let us know.....

## ..... And Finally .....

When your child commences Woodridge Pre-School, we welcome the whole family and you to share in the experience of planning.

If at any stage during the year you have concerns about your child's development/behaviour, or you would like some feedback on how they are progressing at kinder, please just ask. You may take the opportunity to ask about your child's progress whilst you are on fruit duty, or when you collect your child from kinder. If this isn't suitable, I will make another time for the discussion to take place. Also, the best time to catch me is during my preparation time on Friday afternoon or Monday morning.

If there is anything that is concerning me about your child I will approach you to discuss my concerns. If necessary, support from the Preschool Field Officer will be sought. The Preschool Field Officer is qualified in early childhood development and special education, with a background in kindergarten teaching. The Preschool Field Officer is experienced and skilled in working with children with additional needs, and their families.

## What are additional needs?

Children with additional needs include:

- ❖ Children with challenging behaviours.
- ❖ Children with social or emotional difficulties.
- ❖ Children with speech, language and/or communication difficulties.
- ❖ Children with developmental delays.
- ❖ Children with advanced abilities and skills.
- ❖ Children with disabilities.



Alt 200

Sherryl Garbutt M.P.  
Suite 2  
Balaka Place  
BUNDOORA 3083



LEGISLATIVE ASSEMBLY  
PARLIAMENT HOUSE  
MELBOURNE, VIC. 3002  
TELEPHONE: 651 8911  
EXT:

Tel - 467 5657

24th June 1993

Dear

Thank you for your letter outlining your concern about the Government's planned changes to preschools.

These changes include handing over all responsibilities to the local volunteer preschool committees and cutting funds by about 20%. No longer will the Government fully cover the cost of employing and running the service.

The State Opposition is appalled by these moves which will see fees and fundraising skyrocket, hitting parents hard and threatening the viability of any preschool where funds cannot be raised.

I have written to the Minister responsible expressing the outrage and anger of parents who have contacted me. May I suggest that you also contact Government MP's, and the Minister, Michael John, and the local papers.

I enclose a copy of my letter and a press release I have distributed. The Opposition will continue to oppose these moves at every opportunity.

Yours sincerely,

**Sherryl Garbutt M.P.**  
**Member for Bundoora.**

Encl.

DVN 11 Sept 1996

# Children dress up to mark kinder's 21st birthday

"When I grow up... I want to be a fairy. No, I'll be a building worker..." So Alex (right), of Eltham's Woodridge Pre School, seemed to be saying at the kindergarten's 21st birthday party last week.

Alex and her classmates celebrated the occasion — and Kindergarten Awareness Week — with a dress-up day, birthday cake and party food.

The pre-school in Novello Court will have an open day on September 14 from 1pm to 3pm.

For more information about the pre-school phone 9439 1560.

Picture: LAWRENCE  
PINDER. 7111p300.



Eltham



## Preschool history plea

WOODBIDGE Preschool volunteers are hoping former students, staff and families can fill the blanks in the preschool's missing history. The centre will celebrate its 30th anniversary with a reunion in September and is trying to contact people from earlier years to update its records. Anyone with information is asked to phone 9439 6248.

Drh June 22, 2005  
p. 14

# Valley Voices



## DIAMOND CREEK



### Variety appeals to Kim

TURNING up to work with no idea what the day will bring is why Kim Brodribb loves her job.

"Every day is different when you're working with children," the Diamond Creek preschool teacher said.

"You don't know what to expect."

Ms Brodribb, director at Eltham's Woodridge Preschool, is a finalist in the Victorian Teacher of the Year Award.

She said watching the children's progress through the year was the true reward of teaching.

"It's just great watching them grow and develop through the year," she said.

The award winners will be announced on August 29.

# Preschoolers plant seeds of education

## MY KINDER

Kylie Peckham

ELTHAM'S Woodridge Preschool took part in a tree planting day and almost 100 trees were planted throughout the kinder playground. MP Steve Herbert kindly donated 50 trees and was on-site to help the children with their planting.

The children watered the seedlings from the water tank.

It was a wonderful hands-on educational experience for the children to learn how to plant and care for the seedlings.

They particularly enjoyed getting their hands dirty.



Woodridge Preschool took part in a tree planting day and almost 100 trees were planted.

# Long-time school volunteer honoured

**My Kinder | Sarah Ross**

WOODRIDGE Pre-School director Kim Brodribb had an extra bounce in her step as parents and children settled into their weekly routine for this year.

Kim was honoured with an Australia Day award in recognition of her volunteer role as Diamond Valley and Eltham Kindergarten Teachers Association president, a

position she has held for 14 years.

"It was fantastic," Kim said.

"I felt quite proud that my voluntary work with the association had been recognised by my peers and the wider community."

DEKTA is a voluntary support network for pre-school staff in Nilfumbik and Banyule, providing advice, resources and mentoring to staff.

Kim was nominated by her peers

for the generosity she shows in assisting and supporting her colleagues, which she sees as one of her most important roles.

The association has also provided invaluable donations to kindergartens affected by the Kinglake bushfires and the Victorian floods.

Kim is in her 17th year at Woodridge, where she leads a team of committed staff.

MP Jenny Macklin  
with Kim Brodribb.



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