

MANOR FARM KINDERGARTEN



PARENT HANDBOOK



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MANOR FARM KINDERGARTEN

WELCOME TO THE MANOR FARM KINDERGARTEN FAMILY

The educators from the Manor Farm Kindergarten welcome you and your child to our Kindergarten Family. We hope you enjoy your time with us and we look forward to developing a warm and trusting relationship with you.



LEONIE
Teacher



SKYE
Teacher



KRUPA
ECW

Our staff team consists of a group of very experienced and highly dedicated educators.

All of us have been at the Manor Farm Kindergarten for a long time.

This is the place we want to be and this the community we want to be part of. We enjoy the close relationships we build with our families and especially delight in watching babies grow to become one of our Kindy kids.



KATHRYN
ECW



SHARKA
Director



CATHY
ECW



FIL
ECW



Please note: this is the main staff team, however we do have other educators attending at times, such as our Preschool Support Workers and our Bilingual Support Workers



MANOR FARM KINDERGARTEN



SESSIONS



- From 2023, the Department for Education has introduced **two preschool intakes.**
- Based on your child's birthday, they will either start at the **Beginning of the year or Midway through the year.**
- Your child is eligible to attend **up to 15 hours of kindergarten per week.**
- At the Manor Farm Kindergarten, the sessions are configured to be across **2 full days and 1 half-day.** The sessions have been designed so that the older and younger children have some time together to foster peer modelling and tutoring, and some days apart to enable specifically targeted and differentiated curriculum experiences, for each age group.

Full days are 8.45 am - 3.00 pm
Half-day sessions are 8.45 am - 11.30 am
PLAYGROUP is on Fridays 9.30 am - 11.00 am



FEES

\$100 per term

The Manor Farm Kindergarten is a Department for Education site. Whilst our Kindergarten receives some money from the Department to pay for salaries and operating costs, we also rely heavily on parent contributions to fund new resources, improvements, upgrades to our facilities and to cover the costs of consumables. With parent contributions, we are better equipped to offer a high quality learning environment for our children.

Fees are invoiced by week 2 of each term. Payments are due by week 6 of that term. Thank you

HOW DO I PAY?

You can pay by cash, EFTPOS, or bank transfer. If paying cash, please hand the fees to a staff member who will make a record of this. If paying by EFTPOS, please see Cathy who will process the payment (Bank fees of 1.6% apply to these payments). If paying by direct debit, please ensure your child's name appears on the transfer. Within a week of payment, our finance officer will issue you with a written receipt.

Manor Farm Kindergarten
BSB 105-122
ACC NO 046104940



MANOR FARM KINDERGARTEN



The RED team



These children will be starting kindergarten at the
BEGINNING
OF THE YEAR

Date of Birth:

These children turn 4 years of age between

1st November - 30th April

Kindy start:

These children will start kindy in **January - Term 1**

Kindy Sessions:

Monday	Tuesday	Wednesday
Full day 8.45 am-3.00 pm	Full day 8.45 am-3.00 pm	Half-day 8.45 am-11.30 am



Fees:

\$100 per term

School start:

These children will start school in term 1 of the following year.
They will get **one year of Reception**.



MANOR FARM KINDERGARTEN



The GREEN team

These children will be starting kindergarten at the

MID-WAY

OF THE YEAR



Date of Birth:

These children turn 4 years of age between

1st May - 31st October

Kindy start:

These children will start kindy in **July - Term 3**

Kindy Sessions:

Tuesday	Wednesday	Thursday
Half-day 8.45 am-11.30 am	Full day 8.45 am-3.00 pm	Full day 8.45 am-3.00 pm



Fees:

\$100 per term

School start:

These children will start school in term 3 of the following year.

They will get **one and a half years of Reception.**



MANOR FARM KINDERGARTEN

WHAT SHOULD YOUR CHILD BRING TO KINDY

- Healthy snack
- Healthy lunch
- Drink bottle
- Bag
- Spare clothes



We will provide your child with a Kindy Hat.

CLOTHING

Please send your child in comfortable, weather appropriate clothing:

- ⇒ **WARM CLOTHES** and closed shoes in winter time
- ⇒ **SUNSAFE CLOTHES** that cover shoulders in summer time, with shoes that are easy to take off, but sturdy for climbing eg sandals



The Centre offers some items of clothing for families to purchase, if they wish.

COLLECTION

Please nominate people you give authority to collect your child, on the enrolment form. You will need to update this if there are any changes, as we will not release your child to any persons not known to staff.

SPECIAL SERVICES

The Manor Farm Kindergarten has access to the following services: Speech Therapist, Psychologist, Social Worker and Special Educator. If you have any concerns about your child's development, please let us know.

We also offer Child and Family Health 4 year old checks at the centre, usually once a term.

HOW TO ENROL

If you would like to enrol your child at the Manor Farm Kindergarten, please return your enrolment form to us, so that we can add your child's details to our records. We will keep in touch via mail or text messages.

Please be aware that we need to adhere to the Education Department's timelines as to when we can send out round 1 offers (to families within our zone) and round 2 offers (to families outside of our zone).



MANOR FARM KINDERGARTEN

SETTLING YOUR CHILD INTO KINDY

Each child responds differently to starting Kindy. Some find it easy and some find it hard. Rest assured however, that we are here to support you and your child through any separation anxieties that may arise. Please talk to us to work out a way that is comfortable with you and is also responsive to your child's needs.

FACEBOOK

The Manor Farm Kindergarten has a closed Facebook group to further our lines of communication with families. This is a private group that is not accessible to public.

At the beginning of the year, you will receive an invitation to join it. To gain access, you will need to answer some questions and get approved.



TAKING PHOTOGRAPHS AT KINDY

Please ask permission from the educators to take photographs at Kindy. If permission is granted, then be aware that your pictures can only contain photos of your child. Please never publish other children's pictures on social media.

MEDICATION/ HEALTH CARE PLANS

We have systems in place to store children's medication safely in accordance to DfE regulations.

Under no circumstances should any type of medication be left in children's bags.

Please note that we require your Child's Health Care Plan BEFORE they start Kindy.



GOVERNING COUNCIL

Each year we seek a group of parents to join our Governing Council.

This parent body helps us make decisions about operational matters. At the beginning of the year, we will send out an invitation, asking you to consider joining this friendly group of parents.

OUT OF HOURS CARE

If you require care for your child that is outside of the Kindy hours, you can contact a nearby child care centre
Cheeky Monkeys 8182 4200.



MANOR FARM KINDERGARTEN

ROUTINES AND CURRICULUM

Our routines provide a balance of play-based indoor and outdoor play, as well as structured and teacher led experiences.



Our group times provide opportunities for music, movement, dance, turn taking games and targeted literacy and numeracy learning activities.

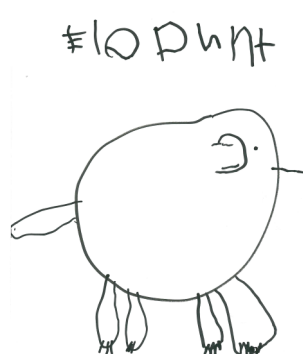
The meal times are a much valued opportunity for conversations and social interactions. Children have choices of where they would like to sit; tables, mats, ottoman, benches, sofas, outdoor table.

We play outside in all types of weather and encourage families to dress their children appropriately, so that they can get the most benefit of this wonderful learning environment.



At the Manor Farm Kindergarten we value the outdoor environment and are very lucky to have beautiful, spacious grounds, full of mature trees and greenery.

Rest opportunities are offered after lunch, but are also complimented with many considered furnishings that allow opportunities for rest or quiet withdrawal time. These are scattered throughout the centre, both inside and outside.



Our curriculum is largely child led, with a balance of educator initiated experiences.

Our program is guided by the Early Years Learning Framework, and Preschool Literacy and Numeracy Guidelines.

