

Daily requirements and procedures

Clothing

Please send your child in clothing that is SunSmart:

- When outside, children are required to wear loose fitting clothing that covers as much skin as possible.
- Clothing made from cool, closely woven fabric is recommended.
- Tops that cover the shoulders and, if possible, elbow length sleeves, collars and knee length or longer style shorts and skirts are best.

Children's clothing should be:

- easy for them to manage themselves when they need to go to the toilet (eg. no tricky buttons, zips or belts).
- comfortable, non-restrictive and easy to wash. Children engage in messy activities whilst exploring their Kindergarten environment. Smocks are provided for painting.

Please do not send your child to Kindergarten in thongs as these are not safe on the climbing equipment or on the swings.

Hats

Please ensure that your child has a SunSmart hat in their bag everyday. Hats are required to be worn when the UV rating is 3 or above.

- Hats need to protect children's face, neck and ears, ie. bucket, broad brimmed or legionnaire style hat, clearly labeled (as per our Sun Protection Policy). Baseball or peak caps are NOT suitable because they do not fully protect children's face, neck or ears.

One FREE broad brimmed hat, will be given to each child after the Term 1 fees have been paid in full.

What to bring

- A bag clearly labeled with your child's name
- A SunSmart hat
- A clearly labeled drink bottle containing only water
- Medication (if required)
- A spare set of labeled clothes appropriate for the weather (including underwear)
- Healthy food (as per our Healthy Food Policy)
 - A snack for each session
 - A healthy lunch
- Before you come to Kindergarten

- Please ensure that you assist your child to apply sunscreen from 1st August - 30th April AND on days when the UV rating is going to be 3 or more. Educators will assist children to apply sunscreen during the day (when required).

Please label all of your children's belongings and regularly check the lost property box for any lost items

What to do when you arrive at Kindergarten in the MORNING

- Hang your child's bag outside on the verandah
- Leave morning snacks in your child's bag (unless it is really hot)
- Put drink bottles on the trolley
- Put lunches in the fridge, and afternoon snacks in the afternoon snack box (if your child is staying all day) - all labeled with your child's name
- Pay money (when required)
- Sign your child in
- Check your notice pocket
- Parents and caregivers are welcome to do a puzzle, read a book or do an activity with their child, until group time in the morning
- Ensure you stay with and supervise your child until 8:45am. Staff are busy setting up and preparing for the day before 8:45

What to do when you arrive at Kindergarten in the AFTERNOON

- Hang your child's bag outside on the verandah
- Leave afternoon snacks in your child's bag (unless it is really hot)
- Put drink bottles on the trolley
- Sign your child in
- Check your notice pocket
- Pay money (when required)
- Parents and caregivers are welcome to do a puzzle, read a book or do an activity with their child before leaving
- Ensure you stay with and supervise your child until 12:30pm because staff need a lunch break until 12:30

Full day

When your child is staying for a full day they need to bring a

Morning snack

Lunch

Afternoon snack

- Leave morning fruit/snack in Kindy bag
- Lunches and afternoon snacks need to be clearly labeled (labels and permanent markers are available at Kindy for you to use)
- Please put lunches in the kitchen fridge

- Put afternoon snacks into the plastic snack box, located on the round table in the staff area (we keep afternoon snacks and lunch separate so children don't eat all their food in the morning or at lunch)
- Please use small lunch boxes for lunches rather than cooler bags and large lunch boxes that create congestion problems in the fridge.

Please remember our "NO NUTS POLICY" when packing your child's lunch and snacks.

Picking up children at the end of the session

Please pick children up from the back verandah (south) entrance. This allows staff to release children to parents and caregivers safely. Staff will not release to other people unless notified by parents. A Community Noticeboard is located in this area.

If you need to collect your child early, please let a staff member know.

Toys

Please encourage your child to leave their toys at home to avoid breakages and loss. If your child would like to show us something special, please show staff and children at the beginning of the session and take it with you when you leave.

If your child takes home a toy or item that you think is from kindergarten, please return it ASAP.

Absences and attendances

If your child is unwell then they need to rest at home until they are well.

Please phone the Kindergarten if your child will be absent or let staff know if they will be away for long periods of time.