

# General information

## What to Bring to Kindy

- Sturdy large backpack to hold all belongings and fit in a locker.
- Named Water bottle –stored on the trolley.
- A few complete sets of seasonally appropriate spare clothes (all named) and a bag for wet gear – this stays in the backpack.
- Morning fruit snack (from a tree, vine or the earth i.e. fruits and vegetables- no nuts please). This snack goes on the Snack Trolley and needs to be separate from the lunch box and named. Pieces of fruit can have the name written on the skin or written on a piece of masking tape which is then easily removed.
- Healthy Lunch (no nuts). Lunch goes in the fridge. Chips, lollies and chocolate are discouraged.
- At the start of the kindy year please bring named Rubber boots and leave them on our Gumboot rack, ready for water play all year round.

## Parent involvement

Newland Park Kindergarten acknowledges the central role of parents in the program and seeks to work in partnership with families.

## Emergencies

Appropriate resources, procedures and routines are in place to deal with emergencies. Evacuation/ Lockdown drills are held regularly. Three short blasts of whistle means go IN. Long blasts of the whistle mean go OUT.

## Emergency contact

In the case of an emergency where a child's parents cannot be contacted, the person stipulated on the enrolment form as an emergency contact will be contacted. It is expected that all persons recorded on this form have the authority to collect the child from the centre in the case of an emergency, illness and late collection.

## Photography & Pedagogical Documentation

The use of photos is integral to making children's learning visible. The educators are aware of the need for privacy and sensitivity when using children's images. Parents will be asked to sign an authorisation for their child's photograph to be used in the kindy newsletter, and promotional materials.

## Student teacher and professional involvement

Our kindy supports the development of professional educators and therefore provides regular placements for University or TAFE students in Early Childhood (or related) fields.

## Volunteers and visitors

Volunteers may be invited to the kindy to contribute to the diversity of experiences for the children. Volunteers are supplementary to educator requirements and will not be used to replace staff. Volunteers will be supervised at all times. All volunteers at Newland Park Kindergarten must have a current police check and complete a short online course called Responding to Abuse and Neglect (RAN).

All regular volunteers in Early Education and Care settings require Working with Children Check.

## Privacy and confidentiality

Newland Park Kindergarten protects the privacy and confidentiality of individuals. All records and information about individual children, families, staff, management and others are:

- appropriate to providing quality care
- sensitively and accurately collected and recorded
- kept in a protected filing system
- accessed by or disclosed to only those people who need the information to fulfil their responsibilities at the kindy or have a legal right to know.

## Excursions and incursions

Excursions and incursions are an integral part of the children's curriculum, offering interest, challenge and discovery within and about the wider community. Excursions and incursions will be planned to provide a range of learning experiences for children. Parents will be informed in advance about when incursions and excursions take place. Parental permission will be obtained for all excursions.

## Birthday celebrations

We celebrate special events at the Kindy including children's birthdays. Birthday invitations should be sent directly by email using the Buzz List (an email contact list for families who agree to participate in upon enrolment).

## Public holidays and pupil-free days

If your child's session days fall on a public holiday or pupil free day, unfortunately, make up days are not available.

## Lockers

Children do not have named lockers and can choose a spot for their own bags each day. They take home all of their belongings every day (please label each piece clearly with your child's name). Only gumboots remain at the centre on our Rubber Boot Wall for the year for children to access every day.

## COVID 19 Procedures

To minimise the spread of COVID 19 we have made several allowances in our routines.

Upon arrival families are asked to maintain a social distance of 1.5 metres in our front courtyard. Hand sanitiser is available for adults to use before using pens, doorbell, etc.

Let a staff member know when you are ready to say goodbye for the day. Your child then enters the kindergarten and independently follows the morning routine of unpacking their bag and finding their friends to play with. They are supported by a staff member.

If an adult needs to enter the kindergarten (i.e. excursion volunteer etc.) they complete the "On Site attendance form" as well as scanning the COVID safe QR code on their smart phone.

The Department for Education employ a "Touch Point cleaner" to attend in the middle of each day which supplements the daily clean as well as the regular sanitising of equipment. We also encourage outside play in the fresh air and have adjusted our program to minimise transfer of the virus.

We teach thorough handwashing and encourage regular handwashing throughout the day.