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# BRIGHT & DISTRICT

# KINDERGARTEN

# HANDBOOK



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# 1. Welcome

We welcome your family to the Bright & District Kindergarten. We hope you will enjoy participating in all that the kindergarten offers you and your child. This handbook is designed to provide you with a thorough understanding of our kindergarten. We welcome any questions you may have and encourage your family to feel a part of our kindergarten community. Please note some information in this handbook is relevant only to the 3 year old or 4/5 year old program.

## Alpine Children's Services

Alpine Children's Services (ACS) is the governing body that manages the Bright & District Kindergarten. We are a proud, not-for-profit organisation that has been providing quality early childhood services to families throughout the Alpine Shire since 2000. ACS is managed by a committee of management made up of parent representatives across all services, two directors, the manager, a councillor and the community services manager. We meet on the 4<sup>th</sup> Monday at 6.30 p.m. every month.

Being on our committee of management really means you do have a voice. We welcome parent participation highly and enjoy working with parents to develop better outcomes for families.

## Our Values

Our values provide a framework for all decisions and actions that uphold the performance of our organisation. ACS developed these values through a process of consultation of the Alpine Children's Services Committee of Management, staff and educators.

Sustainability | Innovation | Collaborative Relationships | Integrity

## Award for Sustainable Practices

Alpine Children's Services are the winners of the Environmental Education in Early Childhood (EEEC) **RESPECT** award for Victoria for 2010. The RESPECT award is for Recognition of Excellent Sustainable Practice in Early Childhood.

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## 2. Bright & District Kindergarten Early Childhood Philosophy

The philosophy is guided by the Early Years Learning and Development Framework (EYLDF), the Victorian Early years Learning and Development Framework (VEYLDF) and the national Quality Framework (NQF). Our philosophy is based on the premises that:

Children learn through play. Play is a means by which children begin to make sense of their world. Recognises each child's skills & interests & these are developed through a planned curriculum, using play as a tool.

The rights and best interests of children are paramount, with high expectations for all learners. Providing opportunities for children to develop and learn in a nurturing and stimulating environment using an integrated teaching approach.

- Acknowledges educators, families and other professionals work in partnership in response to early childhood educational research, theories of learning, curriculum frameworks and quality standards in the provision of an early childhood curriculum, respecting and supporting diversity, equity and inclusion.
- Recognises that the curriculum and learning environment provided supports the growth of self identity, an awareness of the community and respect for the environment, personal wellbeing, the development of competent learners and the development of communication skills
- Recognises the curriculum provided respects and reflects the culture, knowledge, ideas, interests & skills of all learners, inclusive of Aboriginal and Torres Strait Islanders

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## 3. Our Educators

### Marlene Steiner, Director/Early Childhood Teacher

Marlene has a Diploma & Bachelor of Education in Early Childhood Education. Marlene has over 30 years experience of working with kindergarten and primary children in four states in a variety of settings, including: isolated outback schools, small country schools and large city schools. Marlene has been the director of this kindergarten since 1986 and has also taught the three year old kindergarten group for 10 years. She has initiated many professional development seminars within the region and has been involved in mentoring many staff over the years.

Marlene undertook reclassification with the Department of Education & Early Childhood Development in Victoria in 2007 and was classified as 'exemplary' (the highest level of excellence in teaching). In 2011 Marlene was awarded the 2<sup>nd</sup> best early childhood teacher in Victoria and has been recognised within the Hume region as Practice Champion.

### Fiona Forbes, Early Childhood Teacher

Fiona has a Bachelor in Early Childhood Studies and an Associate Diploma in Social Science (Child Care). Fiona has experience with teaching kindergarten children and working with children in Long Day Care in Perth, Western Australia. Fiona has also participated in partnership teaching of Suzuki Music for 0-4 year olds. Fiona has recently joined our team as an Early Childhood Teacher at the Bright & District Kindergarten and relief Educator at at Lyndhurst Children's Centre.

### Debbie Sheppard, Assistant

Debbie has a Certificate III in Children's Services and has many years of experience working with children in kindergartens and primary schools both in Western Australia & Victoria. Debbie has extensive knowledge in developing programs for children with additional needs. Debbie joined the kindergarten team in 1999, as a trained additional assistant and then as assistant with both the 4/5 and 3 year old groups.

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## Denise Giles, 3 Year Old Activity group leader & Assistant 4/5 yr old

Denise has a Certificate III and Diploma in Children's Services. Denise joined our team in 2005, as an additional assistant with extensive experience working with children with additional needs both in kindergarten and primary school settings. Denise now coordinates our 3 year old activity group, assisted by Mica and continues in her role as additional assistant with the 4/5 year old groups.

## Mica Corscadden, 3 Year Old Assistant

Mica has been working with children for over 10 years. Throughout this time Mica has dressed up as a fairy and read stories, ran the local Romp n Stomp classes, delivered dance/movement programs across all of Alpine Children's Services' and has been a 3 year old kindergarten Assistant for the past 3 years. Mica now has a Certificate 3 in Children's Services and is currently working towards the Diploma in Children's Services. Mica considers herself very privileged to be involved in children's Early Years Learning and is very excited about the new attitude towards Early Years Learning and how it will encourage children to grow into the people they want to be.

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## 4. Stay connected

The Educators are always available to discuss your child's development. Please make use of this valuable resource during your child's kindergarten year. Other ways of staying connected include:-

- Read all information sent home and available at the kindergarten and clarify with the staff anything you are unsure of. Whilst at kindergarten your child will bring home newsletters and other notes. This practice develops responsibility. The children are very proud of being able to relay messages to parents and this practice continues at school.
- Read the notice board outside, this provides daily up-to-date information on programming activities.
- Come along to cut up the fruit each term. This is a great way to participate in your child's learning day. Above the sign in book simply write down your name on the day you can participate. All your help makes a better kindergarten service.
- Your child's personal learning journals are key tools to keeping up to date on programming, development and learning outcomes.
- Quarterly newsletters are distributed to all families.
- Consider becoming a member of the Family & Friends group to get involved in the social, program and fundraising activities. Or alternatively give a helping hand on just one fundraising activity that suits you.
- The Department of Education and Early Childhood Development have a contact for staff, and parents. Details are on the main notice board and in the kitchen. This valuable resource can assist parents with department regulations and policies which can clarify issues further.

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## 5. About our program

### Group times

Three year old group: Wednesday 9.00am-12noon.

Four year old group runs on a rotating model with session times either Mondays, Tuesdays, Thursdays & Fridays 8.25am-12.00noon and/or 1.00-4.35pm.

### The kindergarten year

Children attend kindergarten for four terms, in line with the school term dates. The kindergarten year is full of varied activities. Some highlights include: performers in September and October, visits from prep children, kindergarten photos, parent evenings, library & school transition visits.

### Curriculum

The curriculum is based on the Early Years learning & development Framework & the Victorian Early Years Learning and Development Framework. The overview of the kindergarten curriculum is available at the kindergarten. This outlines the outcomes planned for the child. Fortnight planned experiences are displayed on the main notice board, indicating the outcomes for the group based on their strengths, needs & interests Please speak with the educators at any time in regards any aspect of the curriculum.

Each child has a Collaborative Learning Journal which documents your child's learning and development. Parents are encouraged to take a look at these journals regularly. Interviews will also take place throughout the year, culminating in a transition statement sent onto school. If you have any questions regarding the curriculum please speak with the educators.

### Drinks/Snack Time/Lunch time

The children have snack time each session. Please send along **ONE PIECE OF FRUIT** to share at this time. Your child requires their own named drink bottle to be made available each session. The educators ensure fresh water is added to the bottles as required.

At snack time the children are offered milk or water. If your child requires their own type of milk, (soy etc) please send this along, and notify staff, so that it can be refrigerated.

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## Educational Performers

Several educational performers visit our kindergarten during the year in the 4/5 year old program. The aims of these visits include, to:

- offer the children experiences in the kindergarten setting that extend the musical program and encourage participation and music appreciation
- develop values of the EYLDF & the VYLDF
- develop sustainability awareness.

Parents are able to attend, but are encouraged to keep distraction to a minimum by ensuring their younger children remain with them during the performance. Parents are notified of these visits.

## I Can Monsters!

This program develops self esteem and confidence. Children are introduced to our friendly Monsters throughout the year. They all have a positive message to give your children. We usually start with “I can be friendly” and “I can help”. The “I Can Monster Program” is used as a behavioural guidance tool and to reinforce our Safe Play Ideas are listed at the back of this booklet.

## Kindergarten Photos 4/5 year old program

Professional kindergarten photos are taken for parents to purchase. These usually take place in October. The photo pack is delivered on approval to the kindergarten and parents are under no obligation to purchase any photos. It is kindergarten policy for the photos to be viewed at the kindergarten and collected once payment has been made.

## Kinesiology

Kinesiology is implemented as part of the daily program. This program develops concentration, self regulation, relaxation, coordination and assist with pre-reading skills. It is based on simple exercises with music, encouraging participation and enjoyment.

## Library: 4/5 year old Program

During 3<sup>rd</sup> & 4<sup>th</sup> terms, the children may borrow books from the Kindergarten Lending Library. A detailed note will be given to parents in 2<sup>nd</sup> term.

## Quokka & Her Babies:4/5 year old program

As part of our program to encourage responsibility and confidence, we have a special friend at kindergarten called “Quokka”. Quokka is a stuffed toy that is a replica of a native animal from Western Australia. Quokka has 3 “Babies”, one of which will visit your family for several days during the year and your child will be able to look after Quokka’s baby and share their experiences with the rest of the group by writing a journal of Quokka’s baby’s adventures!

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## Tai Chi

The educators realize that life for young families in particular is busy and children in the early years are involved in many experiences in their day. If children can develop relaxation and self regulation skills at an early age they are better equipped to maintain these skills throughout life.

So as part of the daily program, Tai chi is practiced. The children learn to recognise the relaxation music and practice breathing and then develop more complex movements as the year progresses.

## Transition

Any transition in children's lives is important and needs careful consideration and monitoring. The educators in all our services are available to assist your family in the transition process. Please be encouraged to work with our Educators to plan a program that best meets the needs of your child at the commencement of kindergarten and at anytime during the kindergarten year, should circumstances change. At the end of the kindergarten year all schools will provide information to the kindergarten about their orientation process.

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## 6. Fees

ACS will set the kindergarten fees taking into consideration the operational costs of the programs.

**The kindergarten fee is an annual fee.** In the case of a child being absent for a prolonged period (e.g. a whole term) the total yearly fee will still be applicable, in order to hold a place in the centre for that child.

ACS may review and change the fees during the year if the financial viability of an individual program or the service is at risk. Parents/guardians will be advised of the fees for the program in the year prior to their child commencing kindergarten.

If parents/guardians are experiencing financial hardship, they should contact the administration officer at Lyndhurst Children's Centre or the ACS Manager to discuss payment options.

### Fee Relief for low income families

A parent/guardian or child who holds a current Commonwealth Health Card/Pensioner Concession Card/Visa 866/785 is eligible for a fee subsidy. The card must be sighted by the Educators. Parents will be required to continue to show the currency of the card throughout the year to ensure the subsidy. Fees are adjusted accordingly depending on what the ACS fees are and what the department subsidies will be this will determine how much families pay.

### Exceptional Circumstances

ACS reserves the right to consider the following options as choices for negotiating unpaid fees:

Fee relief for parents - this may be available in the form of:

- Community Assistance
- Grants from Service Clubs
- Barter - there may be the option to negotiate the carrying out of work around the centre, grounds maintenance, sewing etc, in place of all or part of the fees.

### Confidentiality

ACS will treat as confidential information it receives relating to the parents/guardians financial situation and the payment/non-payment of fees.

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## Bright and District Three Year Old Activity Group

Fees must be paid by the 2<sup>nd</sup> week of each term. No part payment is offered. No health care card subsidy applies. Fees are \$125 a term (four terms).

### Payment of Accounts

Fees will be invoiced to families directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. *Please note that ACS must receive the first instalment of fees before the child can commence kindergarten.*

Fees may be paid by

1. On-line transfer of fees. Please use the following information -

**BSB: 083 796                      Account Number: 51595 8680**

Please ensure you note your surname and service in the reference section so the centre can track parent payments on the bank statement. For example, 'Smith B&DK'

2. Ezidebit - where a nominated amount is deducted from your account every week/fortnight/month (please speak to the administration officer at Lyndhurst Children's Centre for a form).
3. Cheque or cash - please put payment into a payment envelope and place in the silver fee collection box located in the front administration office located at Lyndhurst Children's centre. (Cash payments are left at own risk. Centre Staff or Management will accept no responsibility for mislaid or incorrect cash, although every care will of course be taken). Cheques should be made payable to - Alpine Children's Services.

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## Outstanding Fees

If fees are not paid by the due date, the Administration Officer /Manager ACS will:

### Step One

Issue a reminder notice stating fees are overdue, giving ten working days for payment.

### Step Two

Follow up the reminder with a telephone call within five working days of the expiry date of the reminder notice, if payment has not been received by the specified date. If the family is having difficulty paying, a meeting can be arranged to discuss alternate payment options and to develop an agreed payment plan.

### Step Three

If payment has not been received, or an agreed payment plan has not been drawn up, ACS will issue a second and final demand for full payment within ten working days. They will notify the family, that if this payment is not made there will no longer be a place available at the service for the child.

### Step Four

If the payment has not been received the debt will be sent to a formal debt collection agency. Where a family owes a substantial amount of money to ACS, no further placements in programs will be provided to any child in the family, until all outstanding monies are paid or a payment plan is agreed to by both parties.

Please notify the Educators if you are running late to collect your child so that they can be reassured that you are on the way or alternatively that another arrangement has been made for collection.

## Continual late collection may result in the following

**First Time:** A warning and a once-off fee of \$10 will apply for the first time a child is collected up to ten minutes late from his/her session. If a child is collected more than ten minutes late from his/her session regular late fees will apply.

**Regular Late Fees:** When a child is collected up to five minutes late from his/her session, a late fee of \$10 will apply. A further \$10 **per child** will be charged for each additional one (1) minute thereafter. This applies to all sessions (morning and afternoon).

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## 7. General information and ways of working

### Accidents, Injury, Trauma or Illness

In the case of a significant accident, injury, trauma or illness the staff will attempt to contact the family immediately. Please ensure that the telephone contact you have given is correct. If emergency treatment is required an ambulance will be arranged without delay.

On enrolment parents will sign the authority for staff to seek treatment at a hospital or call a doctor and/or ambulance so that emergency treatment may be commenced.

It is advisable that parents consider having ambulance membership, as parents will be responsible for all costs involved should an ambulance be required.

All accidents are recorded in an Accidents, Injury, Trauma or Illness form. Families will be asked to sign this book. Forms are also filled in for Department of Education and Early Childhood Development when a child requires medical treatment.

### Belongings

Each child has a space on the verandah to house their bags. Coats, jumpers and hats can be hung in the bathroom area on your child's individual hook. Please ensure all articles of clothing and other belongings are clearly marked with your child's name.

**CHILDREN ARE NOT ENCOURAGED TO BRING TOYS FROM HOME TO KINDERGARTEN.**

They become lost and broken causing undue stress to the child.

### Birthdays

On or about your child's birthday you might like to bring along small cakes to share with your child's friends (one small cupcake per child). We do not blow out the candles at kindergarten, but join in wishing your child a happy birthday. Cakes are shared during the session. If your child has special dietary requirements, please notify the staff and you are able to provide alternative treats for these occasions.

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## Bringing Children

Sessions commence at 8.25am, 9.00am and 1.00pm. DO NOT bring children earlier than commencement times, as Educators are preparing for the session. **On arrival bring children Inside.** The educators are required to supervise children at all times. **DO NOT** leave the children unattended in the yard for their own safety.

People bringing children **MUST** sign the attendance book and **INDICATE** who is to collect the child.

## Clothing & Shoes

Children are encouraged to wear play clothes in order to participate fully in the program and to support the Sun Smart Policy: when outside, children are required to wear loose fitting clothing that covers as much skin as possible. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best. Please note that singlet tops do not offer enough protection and are therefore not recommended.

T-shirts and track suits are the most practical clothing, along with shorts in preference to dresses. Pull on boots, runners and sandals are the desired footwear. Rubber boots, thongs and slip on shoes (including crocs) are not permitted as they are unsafe when climbing. Generally, shoes are kept on whilst at kindergarten as the grassed area does contain bindis and the tan bark can contain splinters of wood. So, for the children's safety the children are encouraged to leave their shoes on whilst participating in the outdoor program.

The wearing of hats and coats is encouraged with changes in weather conditions.

## Collecting Children

The session's end at: 12.00noon and 4.35pm.

Parents are asked to collect children at these times. Early arrival can be upsetting to some children and proves a distraction for others. If early collection is necessary, notify the Educators and they will ensure all relevant newsletters, work etc is ready for your child to leave with as little disruption to the program as is necessary. At the end of the session the children will be seated together in a group. Children remain with the Educators. Once they have been signed out, children are released to those collecting them.

**The person indicated to collect your child in the sign in book on that day is the only person your child will be released to unless notified of a change by parents/guardians.**

On your enrolment form you listed a number of people that are authorised to collect your child. Enter additional names in the purple folder at Kindergarten (just ask the educators if unsure). Please be reminded that other persons delivering your child to

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the kindergarten cannot add names to your list. You can also phone the kindergarten to inform educators of additional names, or send along written authorisation with the person delivering your child.

## Come and Stay

We welcome parents to come and stay with your child at kindergarten at any time. The success of the kindergarten program is reliant on the help of parents. We ask parents to assist us with our snack time routine and to spend time with the children. Just place your name on our roster, and come along on a day that suits you (see Snack time). You will be able to see what happens at kindergarten, to meet your child's friends and to gain pleasure from participating in your child's experiences. All children delight in showing their parents what they do at kindergarten and who their friends are. It also provides an opportunity to you to ask about your child's progress.

Toddlers and babies are welcome, but please supervise them fully. We also value parental help in other ways: If you have any hidden talents, a hobby, musical talent etc., that you feel the children would benefit from please speak with the staff as we endeavour to give the children as many varied experiences as possible.

## Dangerous Goods and Hazardous Substances

The centre has a *Dangerous Goods and Hazardous Substances Policy and Procedure*. This policy and procedure outlines our commitment to providing a safe environment for your child. There are a number of methods we implement to control risks from dangerous goods and hazardous substances. For example, a quarterly audit is performed to ensure all dangerous products are stored and labelled correctly and a material and safety data sheet (that outlines first aid treatment) is available.

## Evacuation procedure

The children are introduced to an emergency evacuation procedure in first term. They are not aware that there is an emergency! The children respond to a bell and line up as a carriage on the Kinder Train! The Staff ensure all "carriages" are attached and the train moves to the outside area. The procedure is carried out at least once a term.

## Family and friends Group/ fundraising

The role of this group is not only to fundraise, but to be involved in other programming aspects of the kindergarten in consultation with the Educators. Please be encouraged to join this group. Dates for meetings will be advertised early in the year. If you have any fundraising ideas just let the Family & Friends group or the staff. All money for fundraising is also placed in the payment box. Please use the yellow envelopes to assist the treasurer. Thank you.

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## Grievance Procedures for Families

- If a family has a grievance in relation to the kindergarten and its operations, an appointment should be made with the manager/kindergarten director to discuss the issue. Every attempt will be made to resolve the problem co-operatively and quickly.
- If the grievance is not resolved in discussion with the manager/kindergarten director, the problem can then be expressed in writing and forwarded to the ACS Committee of Management via the President. The committee will meet to discuss the issue and attempt to resolve the grievance.
- If the committee is unable to resolve the grievance then the appropriate authorities will be contacted (i.e. the Department of Education and Early Childhood Development)
- All issues will be treated confidentially.
- All new parents will be given the kindergarten's handbook in which this grievance procedure is described.
- Parents may choose to contact the Children's Services Advisor (Joanne Bruce) in Wodonga on (02) 6055 7788.

## Health, hygiene and Safety

These guidelines must be followed for the well being of all children attending kindergarten:-

- If your child is not well they must be kept at home until fully recovered, for their own well being and that of their peers. This is especially important if your child has been vomiting, has diarrhea/gastro, (for 2 days after symptoms have ceased) and severe colds. For infectious diseases please check with staff for the relevant incubation and isolation periods.
- If your child requires any medication whilst at kindergarten staff must be notified. Any medication MUST be given to the staff and not left in children's bags. Parents are required to give written authority to staff to administer any medication to their child. Staff will assist with this procedure.
- If your child becomes ill whilst at kindergarten, parents are notified as soon as is practicable, and the child is made comfortable. Parents are asked to collect children who are ill. If parents are not able to be contacted, the emergency person listed on your enrolment form will be contacted and asked to collect your child.
- If your child has any allergies, dietary requirements or medical conditions it is important that staff are notified throughout the year.
- If your child has an accident whilst at kindergarten, parents are notified as soon as is practicable. It is important that the Staff are able to contact parents at all times. It is also advisable to have Ambulance cover for your child. In the event of an Ambulance being called, parents will be responsible for any charges incurred.

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## Head Lice

Head lice are friendly little creatures, which show no particular bias to whose head they are attracted. Having head lice is no indication of lack of cleanliness and should not have any social stigma attached.

Regular checks should be made of your child's head, particularly if he/she seems to have an itchy scalp. If lice are found, a treatment solution can be obtained from the chemist. The child concerned will be excluded from centre until treatment has been carried out. Effective treatment is when a treatment is used and all the lice are dead.

Parents will be notified of any outbreaks of head lice.

## Snack time

We appreciate your assistance with snack time and encourage you to come along and spend time with your child and participate in our program. Please ask any of the staff if you are unsure of any procedures.

Please commence preparing the fruit /snack at 9.45 am & 2.15 pm

- Wash and dry hands (soap and paper towel is provide in the kitchen area)
- Wash all of the fruit
- Please do not peel the apples, oranges, pears or stone fruits
- Cut all the fruit and arrange on the 2 platters or 8 plates (staff will let you know what is required on the day)
- Prepare the drinks for the children. Please ½ fill 4 jugs with milk and place on the trolley
- Prepare the drinks for the staff and join us at snack time
- After snack time, please wash the dishes in warm, soapy water and clear away the scraps
- Please wash the empty milk bottles and put them in the recycle bin provided outside.

At times we may alter the routines to meet the needs of the children or to accommodate changes to the program. The staff will let you know of any changes.

## Policies

The policy document is available at the kindergarten. Parents are asked to assist with reviewing policies on a regular basis. Comments are valued and acknowledged.

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## Sunsmart policy

A healthy balance between too much and too little ultraviolet (UV) radiation from the sun is important for health. To ensure a healthy balance between too much and too little UV is maintained, **sun protection is used from the beginning of September until the end of April** and whenever the UV Index level reaches 3 and above. From May until August, sun protection is not used unless the UV Index level reaches 3 and above.

The outside program will consider the “at risk” times and particular care will be taken between 10am - 2pm (11:00 am and 3:00 pm daylight saving time) from September to April when the UV levels are most intense. During these months outdoor activities will minimise time in direct sun whenever possible and consider scheduling some activities, where possible to before 11:00 am and after 3:00 pm. The availability of extensive shaded areas will be considered.

Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun. Parents are encouraged to provide hats that protect face, neck and ears (broad brimmed, legionnaire or bucket hat). All children are encouraged to play in shaded areas.

Families are asked to apply sunscreen to their child either at home (just prior to coming to kindergarten) or when they arrive at kindergarten. SPF 30 + broad spectrum sun-screen will be made available. Children with sun-screen allergies will need to bring their own sun-screen, with parents ensuring this is given to Educators and not left in children’s bags.

Children are encouraged to apply sun-screen, supervise and assisted by the educators and learn about skin and skin protection. The Educators will act as positive role models by wearing appropriate hats, clothing and sunscreen.

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## 8. Useful contacts

LYNHURST CHILDREN'S CENTRE	(03) 5750 1367 PHONE (03) 5755 1970 FAX
MANAGER (JENNY KROMAR)	0439 999 788
AMBULANCE, FIRE & POLICE	000
MATERNAL & CHILD HEALTH CENTRE	0417 147 120
ALPINE SHIRE	(03) 5755 0555
BRIGHT HOSPITAL	(03) 5755 0100
BRIGHT MEDICAL CENTRE	(03) 5750 1000
CENTRELINK	136 150
PARENTLINE	132 289
INTERPRETING SERVICES	131 450
LIFELINE	131 114
ROYAL CHILDREN'S HOSPITAL	(03) 9345 5522
POISONS INFORMATION	131 126
DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT CHILDREN'S SERVICES ADVISOR (JOANNE BRUCE)	(02) 6055 7788

We hope that the information in this booklet helps parents to understand the operation of our service. We welcome any enquiries you may have regarding the information and policies. We are committed to providing high quality early childhood services where families and staff can contribute to the development and well being of children.

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## 9. Safe play ideas

Safe walking inside

Making good choices

We try to get along

Safe running outside

Safe climbing

We try to listen to others

Using your words

Being a coach

We try to use quiet voices

We ask for help

We share

We take turns

Kindergarten is a weapon free and super hero free zone