



# PARENT HANDBOOK 2025

Evesham Road Pre-School Association Inc.  
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## Acknowledgement

We acknowledge the Traditional Owners of the land on which we meet today, the Bunurong people of the Kulin nation. We pay our respects to their Elders past, present and emerging and acknowledge that we are meeting on their land.

## We celebrate difference

Evesham Road Kindergarten is committed to creating an environment where everyone feels safe and that they belong. We welcome people of all races, ethnicities, genders, sexual orientations, ages, religions, abilities, and nationalities and value diversity of experience as a vital part of supporting people and strengthening communities. We will listen, learn and evolve as an accessible, inclusive, and safe organisation for all, including First Nations peoples, members of the LGBTQIA+ community, people with disability and those with culturally diverse backgrounds.

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## Our Vision

To uphold our high standards in all that we do, creating a sanctuary of calm, promoting the health, safety and wellbeing of all in our community, and supporting the development of best learning outcomes for each individual child.

## Our Philosophy

At Evesham Road Kindergarten, we provide children with a high quality, play based educational program, that is guided by the Victorian Early Years Learning development framework (2016), the Early Years Learning framework (2022) and the National Quality framework (2018). We value the importance of play, every child's right to play (it is their work), and we know that children learn best through play. We believe kindergarten is a very special time in a child's life!  
**At Evesham Road Kindergarten.....**

- We recognise and respect Aboriginal and Torres Strait Islander peoples as the traditional custodians of the land, on which our children learn and play. We are committed to demonstrating respect for our indigenous heritage.
- Our play based programs are open-ended, child initiated, encompass intentional teaching and are responsive to spontaneous teaching moments.
- We provide a learning environment that is meaningful to the children, based on their interests, strengths and experiences, and which is rich in opportunities that encourage the development of skills, knowledge and creativity.
- We create an environment that is safe and secure, warm, caring and nurturing, WELCOMING, exciting, fun, stimulating and INCLUSIVE.
- We see children as competent, capable, and active learners, who learn best through experimenting and discovering for themselves. We encourage them to take the initiative, to be independent, have a voice in the kindergarten and to make their own choices.
- We offer opportunities to discover, explore, question, problem solve, imagine, create and reflect. We provide children with long periods of uninterrupted play and time to explore at their own pace, and in their own individual way.
- We support children to make sense of their world through play, and to discover the unknown; always fostering their natural sense of curiosity.
- We believe the 'process' is more valuable than the end product because of the learning that takes place.
- We respect each child as a unique individual and celebrate children's individuality, efforts and achievements.

- We believe the development of a healthy self-esteem is paramount to a child's development and is vital to learning, being happy and coping with challenges.
- Children have the right to get messy, muddy, dirty, wet, and slimy in their play.
- Children will be supported, encouraged and empowered to take risks.
- We promote sustainability in our programs, and everyday practices. We demonstrate a strong commitment to environmental practices and taking care of our environment, by using natural and recycled materials. We value the natural world and all the learning that can take place as children connect with their natural environment.
- We are committed to creating relationships and strong links between the kindergarten and home.
- We acknowledge that our families are our children's first teachers and the best source of information in a child's life. We work together in partnership, to support and nurture every child's learning, growth and development, by developing open, trusting and respectful relationships with our families. Collaboration and open communication between children, educators and families, achieves a better understanding of the whole child, and leads to better learning outcomes.
- We value family involvement and welcome active participation in our programs. We embrace and respect the diversity that our families bring to our kindergarten. We strive to create a welcoming and inclusive environment for all, with every family feeling represented at our kinder.
- We want our kinder to have a presence in the local community, as well as a sense of belonging to it.
- We are committed to laying down the foundations so that children develop a delight in, excitement for and lifelong love of learning, and to sharing the enjoyment of learning with the children.
- We pride ourselves on our positive and warm interactions with children, that are based on trust and respect; offering encouragement, praise, respect, acceptance, support and guidance.
- Our team of educators are enthusiastic, dedicated, professional, and experienced. We promote a culture of professionalism; encouraging and supporting all staff to grow professionally and to strive for best practice, through professional conversations, engaging in professional development, critical reflection, and regular team meetings.
- We aim for diversity amongst our team to be celebrated, and met with respect, acceptance, kindness and support. It is when working together as a team, that we are able to provide the highest quality of early childhood education, as well as quality outcomes for all children and families.
- We value the right of all in our kinder community, every child, family and educator, to feel safe, secure and supported, treated with respect and accepted for who they are, and the skills, abilities and cultures they have.

## Welcome to Evesham Road Kindergarten

Evesham Road Kindergarten is a non-profit community kindergarten that has been nurturing children since 1958 – proudly serving the community for over 66 years! Each year, we support 100 to 110 families, and our kindergarten is managed by a committee of dedicated parent/caregiver volunteers. We are deeply grateful to all past and present committee members for their involvement and contributions to our kinder community. A heartfelt thank you also goes to our wonderful teachers and educators, past and present, whose passion and care have enriched the early years of so many children.

In 2019, we proudly completed our outdoor project, an exciting investment in a natural space designed to reflect the latest best practices in early childhood education. This outdoor area continues to be a source of joy and exploration for our children and a valued part of our community. Looking ahead to **2025**, Evesham Road Kindergarten will offer **15 hours per week** of funded kindergarten for both **3-year-olds and 4-year-olds** – the full allocation provided through government funding.

As parents, you are entrusting your precious children into our care, and we are conscious of the privilege that this is and of the responsibility that this brings. We are committed to the rights of all children to feel safe, and be safe at all times, creating a culturally safe and inclusive environment, which meets the needs of all children, including first nation children, young people, and their families. At kinder we respect each child as a unique individual and celebrate children's individuality, effort, and achievement, so we make this Child Safety Commitment.

### Child Safety Commitment Statement

At Evesham Road Kindergarten, the Staff, Committee and Parents are committed to the rights of all children to feel safe, and be safe, while in our care. We work hard to meet child safe standards, providing a safe environment for all children including Aboriginal children and their families, which ensures their safety, health, and wellbeing, and to promote

- The cultural safety of Aboriginal children
- The cultural safety of children from culturally and/or linguistically diverse backgrounds, and
- The safety of children with additional needs

We will always act in the best interests of every child and take responsibility for creating safe and inclusive environments for all children and their families, through policies and procedures, education, professional learning, reflective practice, and positive action. The

Staff, Committee and parents are committed to best practice, and we have a zero-tolerance approach to child abuse, harm, racism, and discrimination.

We are always working to ensure that we are maintaining the exacting standards expected with new methods, ideas, and training throughout the kindergarten staff. This has enabled an open ended and flexible learning environment. Respect and acceptance to create a safe and nurturing learning environment.

Evesham Road Kinder is incredibly SPECIAL – the grounds, the children, the parents, and the staff make it a wonderful place to be involved.

## National Quality Framework

Evesham Road Kindergarten operates under the National Quality Framework (NQF). The NQF sets a high Australian Wide benchmark for all early childhood services. It includes the Education and Care Services Regulations & National Law, The Early Years Learning Framework, The Assessment & Rating Process and The National Quality Standards. The NQS follows **seven quality areas** that are important outcomes for children, the families & the local community:

1. Educational program and practice
2. Children’s health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

The Department of Education and Training assesses and rates each service in these areas, giving an overall rating of **Working Towards**, **Meeting**, or **Exceeding** the National Quality Standards. Our rating results are displayed at the kindergarten and are available online at [www.acecqa.gov.au](http://www.acecqa.gov.au) for families to review.

## Free Kindergarten – Best Start Best Life

In Victoria, from 2023, Free Kinder is available for all children enrolled in funded kindergarten programs at services participating in the Best Start, Best Life initiative <sup>1</sup>

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<sup>1</sup> <https://www.vic.gov.au/kinder-quick-guide-parents>



Under this reform, kindergarten programs for four-year-olds and eligible three-year-olds at government-funded services will be free. Families can save up to **\$2,500** per child by enrolling in a participating funded kindergarten program.

### Eligibility & Age Restrictions

In accordance with the Victorian Kindergarten Funding Guide, children are eligible for two years of funded kindergarten before they start school. Free Kinder is open to everyone, and your child does not need to be an Australian citizen to qualify. Each child is eligible for:

- One year of Free Kinder in a Three-Year-Old Kindergarten program.
  - *Child must be three years of age by 30 April in the year they commence three-year-old kindergarten.*
- One year of Free Kinder in a Four-Year-Old Kindergarten program.
  - *Child must be four years of age by 30 April in the year they commence four-year-old kindergarten.*

Your child can only receive Free Kinder at **one service at a time**. Your kindergarten service will ask you to sign a form to confirm that your child is receiving their funded kindergarten program at their service.

### Savings for Evesham Families

Evesham Road Kindergarten has opted in to provide Free Kinder. Children enrolled in Evesham's sessional kindergarten services will receive free access to the below programs:

- **Three-Year-Old Kindergarten** – Free Program of 15 hours per week (600 hours per year).  
*(Savings of \$2,500)*
- **Four-Year-Old Kindergarten** – Free Program of 15 hours per week (600 hours per year).  
*(Savings of \$2,500)*

### Fundraising and Voluntary Donations

While participation in fundraising activities or making donations is **voluntary**, we encourage all families to get involved. These activities are not only vital in supporting the kindergarten but also provide opportunities to strengthen connections among families and the broader community. Your support, big or small, makes a difference! – Also see the Committee of Management section for more information on committee roles.

## Evesham's Kindergarten Program

At Evesham Road Kindergarten, our program provides a **solid foundation for your child's education**, fostering early development through engaging, play-based experiences. The curriculum is thoughtfully planned by educators and guided by two key frameworks:

- **The Early Years Learning Framework: Belonging, Being, and Becoming**
- **The Victorian Early Years Learning and Development Framework (VEYLDF)**

Our educators design programs based on **observations of children's interests, strengths, and abilities**, while also drawing on local community and cultural heritage. **Research shows that children learn best through play** and hands-on activities that spark their curiosity. These frameworks guide us to deliver a balanced program that promotes children's growth in five key learning outcomes:

Identity	- Children have a strong sense of identity
Community	- Children are connected with and contribute to their world
Wellbeing	- Children have a strong sense of wellbeing
Learning	- Children are confident and involved learners
Communication	- Children are effective communicators

### A Play-Based Approach to Learning

Our curriculum emphasizes **play-based learning**, which allows children to explore, experiment, and discover in ways that feel natural and meaningful to them. The program includes:

- **Child-led and adult-guided activities** that reflect children's interests.
- **Intentional teaching experiences** based on child development principles.
- **Spontaneous learning experiences** that arise during play.
- Activities enriched by **family traditions and cultural histories**.

Children are encouraged to:

- Explore their kinder environment independently and actively.
- Engage in a wide range of learning experiences.
- Express their ideas, thoughts, and creativity freely.
- Play socially with friends and **build cooperative skills**.
- Make their own choices and **play creatively**.

- Work together on shared tasks and develop teamwork skills.

## Individual Portfolios and Observations

Throughout both the **3-year-old and 4-year-old programs**, educators observe and document each child's progress. These observations are collected in **individual portfolios**, providing a meaningful record of your child's learning journey, growth, and development over the year.

## Supporting Your Child's Learning and Development

Our goal is to deliver a program that **nurtures all areas of each child's development**. We recognize that every child is unique, and our educational approach is tailored to support their individual growth.

For more information about your child's progress or the learning outcomes, **please speak with your child's teacher**.

### Student teachers and other visitors

Each year, we welcome **student teachers** from local universities as part of their practical experience. These students contribute fresh ideas and gain valuable skills while learning from our staff. We also host **Year 10 work experience students** exploring a career in early childhood education.

From time to time, **speech therapists, occupational therapists, or other professionals** visit to provide support and advice to our staff. If an external professional needs to work with your child, your teacher will seek your **consent** beforehand.

If you have any questions or concerns about visitors to the kindergarten, please speak with your child's teacher.

### Orientation

During the **first few weeks** of the kindergarten year, children will participate in **orientation sessions**. These sessions allow you and your child to explore the kindergarten together in a **short introductory visit**. Dates and times for orientation will be sent via email and listed on our website.

## Additional Information for 3-Year-old Kinder

As children may not be toilet trained, we ask that all children bring a change of clothes and a supply of nappies, wipes, and bags for disposal of nappies/pull ups.

### *Incursions*

Our **3-year-old group** participates in a variety of exciting excursions and incursions that are carefully planned based on the interests and needs of the children in the group, ensuring they are engaging and meaningful. In the past these have included:

- Enjoying music and movement sessions with Wiggly Worm
- Playing sports through Playball
- Watching performances by The Flying Bookworm Company,
- An introduction to bees with Holly's Bees
- Librarian visits

### *Children's Library*

In term 2 the children's borrowing library will commence. Once a week your child will be able to borrow a library book, take it home to share with their family and return and exchange it the following week. As books are very costly to replace, we ask that parents take every precaution to ensure that our books are well cared for at home and are returned undamaged.

## **Additional Information for 4-Year-old Kinder**

### *Excursions and Incursions*

Our **4-year-old group** participates in a variety of exciting excursions and incursions that are carefully planned based on the interests and needs of the children in the group, ensuring they are engaging and meaningful. In the past, these have included:

- Enjoying music and movement sessions with Rock and Rhythm
- Playing sports through Playball
- Visiting the Melbourne Museum and Myuna Farm
- Watching performances by The Flying Bookworm Company
- A closer look at bees with Holly's Bees
- A hands-on reptile experience with Black Snake
- Librarian visits

### *Children's Library*

In term 2 the children's borrowing library will commence. Once a week your child will be able to borrow a library book, take it home to share with their family and return and exchange it the following week. As books are very costly to replace, we ask that parents take every precaution to ensure that our books are well cared for at home and are returned undamaged.

### *Transition Statements*

During your child's final term at kinder, the kindergarten teacher will prepare a transition statement which is shared with your child's school. Families are also invited to complete their section. The aim of the transition statement is to provide the school with some background information about your child, their interests, and any information that may assist with their smooth transition to school.

## 2025 Important Information

### Session Days and Times

<b>Timetable 2025</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
<div style="border: 1px solid black; border-radius: 15px; background-color: #d9e1f2; padding: 5px; margin-bottom: 20px;"> <b>Bottlebrush</b>                      3 Year Old                      R2                      8:15-3:45                      (7.5hrs)                 </div> <div style="border: 1px solid black; border-radius: 15px; background-color: #f4cccc; padding: 5px;"> <b>Wattle</b>                      4 Year Old                      R1                      8:30-4:00                      (7.5hrs)                 </div>	<div style="border: 1px solid black; border-radius: 15px; background-color: #d9e1f2; padding: 5px; margin-bottom: 20px;"> <b>Bottlebrush</b>                      3 Year Old                      R2                      8:15-3:45                      (7.5hrs)                 </div> <div style="border: 1px solid black; border-radius: 15px; background-color: #fff2cc; padding: 5px; margin-bottom: 20px;"> <b>Banksia</b>                      4 Year Old                      R1                      8:45-4:15                      (7.5hrs)                 </div>	<div style="border: 1px solid black; border-radius: 15px; background-color: #f4cccc; padding: 5px; margin-bottom: 20px;"> <b>Wattle</b>                      4 Year Old                      R2                      8:30-4:00                      (7.5hrs)                 </div> <div style="border: 1px solid black; border-radius: 15px; background-color: #fff2cc; padding: 5px;"> <b>Banksia</b>                      4 Year Old                      R1                      8:45-4:15                      (7.5hrs)                 </div>	<div style="border: 1px solid black; border-radius: 15px; background-color: #d9ead3; padding: 5px; margin-bottom: 20px;"> <b>Fern</b>                      3 Year Old                      R2                      8:15-3:45                      (7.5hrs)                 </div> <div style="border: 1px solid black; border-radius: 15px; background-color: #d9ead3; padding: 5px; margin-bottom: 20px;"> <b>Waratah</b>                      4 Year Old                      R1                      8:30-4:00                      (7.5hrs)                 </div>	<div style="border: 1px solid black; border-radius: 15px; background-color: #d9ead3; padding: 5px; margin-bottom: 20px;"> <b>Fern</b>                      3 Year Old                      R2                      8:15-3:45                      (7.5hrs)                 </div> <div style="border: 1px solid black; border-radius: 15px; background-color: #d9ead3; padding: 5px;"> <b>Waratah</b>                      4 Year Old                      R1                      8:30-4:00                      (7.5hrs)                 </div>

## Term Dates<sup>2</sup>

	Term starts	Term ends
<b>Term 1</b>	Wed, 29 <sup>th</sup> January	Fri, 4 <sup>th</sup> April
<b>Term 2</b>	Tues, 22 <sup>nd</sup> April	Fri, 4 <sup>th</sup> July
<b>Term 3</b>	Mon, 21 <sup>st</sup> July	Fri, 19 <sup>th</sup> September
<b>Term 4</b>	Mon, 6 <sup>th</sup> October	Tues, 16 <sup>th</sup> December

## Orientation & Starting Dates

Group	Orientation Day (2 hours)	First Day (Full day)
Fern	Thursday, 30 <sup>th</sup> January	Friday, 31 <sup>st</sup> January
Bottlebrush	Monday, 3 <sup>rd</sup> February	Tuesday, 4 <sup>th</sup> February
Wattle	Wed, 29 <sup>th</sup> January	Monday, 3 <sup>rd</sup> February
Banksia	Wed, 29 <sup>th</sup> January	Tuesday, 4 <sup>th</sup> February
Waratah	Thursday, 30 <sup>th</sup> January	Friday, 31 <sup>st</sup> January

## Public Holidays<sup>3</sup>

\*Evesham kindergarten is closed on school holidays and Vic Public Holidays.

Australia Day Public Holiday	Monday 27 January
Labour Day	Monday, 10 <sup>th</sup> March
Good Friday	Friday 18 <sup>th</sup> April (school holidays)
Saturday before Easter Sunday	Saturday 19 April (school holidays)
Easter Sunday	Sunday 20 April (school holidays)
Easter Monday	Monday 21 April (school holidays)
ANZAC Day	Friday 25 April
King's Birthday	Monday 9 June
Friday before AFL Grand Final	Friday 26 <sup>th</sup> Sept TBC (Subject to AFL Schedule)
Melbourne Cup	Tuesday, 4 <sup>th</sup> November

<sup>2</sup> <https://www.vic.gov.au/school-term-dates-and-holidays-victoria>

<sup>3</sup> <https://business.vic.gov.au/business-information/public-holidays/victorian-public-holidays-2025>

## Evesham Events 2025

\*\*Dates to be confirmed - keep an eye out throughout the year

Other events may be added throughout the year by your teachers, kinder social coordinator or kinder fundraiser coordinator.

Meet your teacher day	Saturday 7th December 2024
Orientation & start dates	See table above
Open Day	Around March/April <i>(Kingston Council registrations open 1st May each year.)</i>
Welcome Picnic	Typically held early in Term 1
Bunnings BBQ Fundraiser	Bunnings allocation dependent
Mother's Day Stall	Typically held the week prior to Mother's Day
Father's Day Stall	Typically held the week prior to Father's Day
Grandparents/Special person's Day	Typically held second half of the year
Parent Info Night / AGM	Typically held in November
End of Year Picnic/party	Typically held first Friday in December
Staff Professional Development Day	Wednesday 20th August 2025 Wednesday 17th December 2025

## Our Staff

Our staff bring a wealth of knowledge and experience in the Early Childhood field. Please visit our website to learn a little about each of our team members, and the experience they bring to Evesham Road.

**Admin/HR:** Tamara Sampson

### Group

3-year-old Fern  
3-year-old Bottlebrush  
4-year-old Banksia  
4-year-old Wattle  
4-year-old Waratah

### Teacher

Carla Conquer  
Monique Van Tonder  
Angela Berry  
Karen McIntyre  
Nicole Jones  
Support Staff

### Educator

Tash Kerr  
Sam Maclaren  
Maggie Mamos  
Katia Ricciardi  
Clouie Degamo  
Harpreet Kaur



## Staff Contact Details

If you need to speak to your child's teacher, you are most welcome to do so, preferably after a session if possible. You can phone the kinder (03 90583 6158) to organise an appointment if necessary.

You can also contact your child's teacher by email:

General Enquiries	<a href="mailto:evesham.rd.kin@kindergarten.vic.gov.au">evesham.rd.kin@kindergarten.vic.gov.au</a>
Karen McIntyre	<a href="mailto:karenm@eveshamroadkinder.com.au">karenm@eveshamroadkinder.com.au</a>
Nicole Jones	<a href="mailto:nicole@eveshamroadkinder.com.au">nicole@eveshamroadkinder.com.au</a>
Angela Berry	<a href="mailto:angela@eveshamroadkinder.com.au">angela@eveshamroadkinder.com.au</a>
Monique VanTonder	<a href="mailto:monique@eveshamroadkinder.com.au">monique@eveshamroadkinder.com.au</a>
Carla Conquer	<a href="mailto:carla@eveshamroadkinder.com.au">carla@eveshamroadkinder.com.au</a>

Teaching staff generally check their kinder e-mail accounts every 2 to 3 days, so if your enquiry is urgent, please phone us 9583 6158 or send an email to [evesham.rd.kin@kindergarten.vic.gov.au](mailto:evesham.rd.kin@kindergarten.vic.gov.au)

## Communication Methods with Teachers and Co-Educators

- o **Informal** as a quick chat in the front yard or classroom unplanned and in general terms
- o **Formal** can be held between Staff and Parents to discuss the child's progress as part of the general classroom sessions. These are formal as per the Parent Teacher interviews held across the kindergarten.
- o **Specially planned meeting** between Parent and Staff member as concern about a child's needs, behaviour or an occurrence at the kindergarten has been raised that needs to be discussed at length and is about a particular event.
- o **Post-Meeting Communication** in the form of an email or letter about a plan or action that needs to take place, which was agreed to or information that needs to be shared.
- o **General communication** about classroom activities usually in the child's pocket at kindergarten or by electronic means
- o **Emails** directed to or from the Evesham Road Executive Committee or General Committee through the Secretary or Administration Officer

## Dispute Resolution

Disputes that arise regarding the health and welfare of the child shall be taken with high importance. Concerns must always be raised in a courteous manner and with respect for the other party. Parents should initially raise concerns with the classroom teacher. This can be through a phone call, text, face to face or email to either discuss or to arrange a meeting.

Parents can arrange for a discussion at any convenient time where all parties can have their opinions listened to and respected. Remember, we are all here for the benefit of the child. Any bullying or harassment at these discussions by any person will not be tolerated as it is a breach of the Evesham's Road Code of Conduct.

If a satisfactory resolution is not made, parents can refer their concern to the Educational Leader, or an Executive Management Committee representative. The Executive Committee's decision will be accepted, and changes implemented if required. This however does not limit the right to appeal/review process

## Staff Training

As well as their Early Childhood qualifications, our staff regularly complete training on the following:<sup>4</sup>

- First Aid
- CPR
- Allergies & Anaphylaxis
- Emergency Asthma Management
- Child Protection
- Other relevant professional development (e.g., Behaviour management, music and movement, respectful relationships, transition to school, additional needs and much more...)

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<sup>4</sup> Education and Care Services National Regulations – Regulation 136 lo

## Starting the Kindergarten Year

We understand that every child is unique, with their own needs and ways of adjusting to new environments. In partnership with families, our teachers and educators will work together to determine the most suitable approach for helping each child settle into kindergarten.

During the beginning of Term 1, hours may be adjusted to accommodate individual needs and circumstances. However, it's important to note that too many disruptions can affect a child's ability to settle in as well as the rest of the group. Some children may experience anxiety at first, while others adjust quickly. Some may immediately connect with a friend, while others may prefer to observe or play independently until they feel comfortable.

Building relationships and trusting unfamiliar adults may take time for some children, while others adapt more easily. Whatever your child's response, it is essential to speak positively about kindergarten to help create a sense of excitement and security.

If your child is finding it difficult to adjust or shows signs of anxiety, please speak with our teachers/educators. Together, we can develop strategies to ensure your child feels supported and comfortable during their transition into the kindergarten environment.

### What does my child need to bring to Kindergarten?

We have put together a list of recommended essentials below

- A named kindergarten bag
- A named broad brimmed or legionnaires sun hat which is required for outdoor play (*refer to Sun protection policy*)
- A complete set of spare clothes clearly labelled with your child's name and additional clothing and shoes if toilet training
- Your child's healthy snack, lunch and drink bottle (*refer to Food at kindergarten*)
- A warm coat for outdoor play & gumboots during Term 2 and 3
- A hat during Term 1 and 4 (*refer to our Sun Protection policy*)
- Named roll on sunscreen to keep at Kindergarten

#### *Kinder Bag*

Each child needs to bring a bag/backpack to kinder each day – a list of recommended essential items is mentioned above. Please ensure that your child's bag, drink bottle, lunch/snack box, and other belongings are all clearly labelled with their name. A change of clothes is always useful to have on hand in case of messy play or accidents.

We recommend labeling the inside of the bag rather than the outside to avoid displaying your child's name in public for safety reasons when wearing it out in the community.

## Food and Drink

We promote healthy eating habits at kinder, and often talk with the children about “Everyday foods” and “Sometimes foods.” Sometimes foods (such as deep-fried food, sugary treats, foods high in salt) are best kept at home for special occasions.

Please pack:

- A drink bottle with **water only**. (No juice, cordial, or milk)
- During their session children will have 2 snack breaks and 1 lunch break. Please ensure you have packed enough healthy food for your child.

***\*If you are packing grapes, please cut them in half (lengthways!) as full grapes can be a choking hazard. \****

Visit these websites for some healthy lunchbox ideas!

<https://www.betterhealth.vic.gov.au/health/healthyliving/lunch-box-tips>

**Note: We ask that you please DO NOT pack foods containing egg or nuts.**

Children are taught at kinder not to share food from their snack/lunch boxes, because of the danger of severe allergic reaction for some children. We ask that you do not bring egg or nuts to kinder. If there are any other allergies in your child’s group, the teaching staff may request you avoid bringing these foods also.

**If you are bringing food to kinder for siblings or yourself, please ensure that it meets the guidelines above.**

## What should my child wear to Kindergarten?

Play is a vital part of our kindergarten program, so it’s important that your child is dressed appropriately for indoor and outdoor activities. We recommend comfortable, non-restrictive clothing that allows for active movement and can withstand some mess! Children will engage in messy activities such as art and water play, so dressing them in casual, easily washable clothes helps them participate freely without worry. Although we provide art smocks for messy activities, they may not fully protect clothing. Please ensure your child has a full set of spare clothes packed in their bag in case they get wet or dirty.

## Weather

- During warmer months (generally Term 1 & 4), we ask that children wear clothing that covers their shoulders and wear hats to provide sun protection. – *See also Sun Protection policy.*
- During the winter months (generally Term 2 & 3), coats, gum boots and beanies are essential since we aim to provide children with outdoor playtime every day.

### Supporting Independence and Safety

To encourage your child's independence when using the toilet, we recommend avoiding clothing with complicated fastenings, such as lots of buttons or tricky zippers.

For outdoor play, enclosed sandals or shoes are essential for safety and stability. These types of shoes allow children to run, jump, and climb confidently. Wherever possible, select shoes your child can take off and put on independently. Please avoid thongs or "Croc" style shoes, as they do not offer the necessary support for safe running and climbing.

### Labelling

To prevent lost items, please label your child's clothing so it can be easily returned.

### Uniform Options

Optional kinder uniforms – including polo shirts, hoodies, and windcheaters – are available for purchase online through EduThreads:

<https://eduthreads.com.au/collections/evesham-road-kindergarten>.

You can order at any time for home delivery (for a fee) or wait for the next scheduled free delivery to the kindergarten. Second-hand uniforms are also available as a budget-friendly option

## Day to Day Procedures

### Entrance

The entrance to our kindergarten is via Evesham Road only. For the safety of children, please ensure you shut the gate when coming in and going out. If the front door is locked, please ring the bell.

\*The gate on Devon Street is an emergency exit only. There is no access permitted through the Staff Park.

### Dogs

We appreciate your cooperation in keeping dogs out of the kindergarten. If you have your dog with you, please tie them securely to the kinder fence, away from the path, before coming inside.

### Car Parking & Road Safety

Parking areas are clearly marked along Evesham Road, Ward Street and Follett Road, so please ensure that you are respectful to our neighbours, and that you park within the lines. A children's crossing is provided on Evesham Road.

Remember to reinforce the road safety rules with your children and use the children's crossing. Remind them to *"Stop, Look, Listen and Think"* and always hold hands to cross the road.

It is a legal requirement that children under the age of 4 must travel in a rearward facing OR forward-facing child restraint. Children over the age of 4-7 must travel in a forward-facing child

restraint or booster seat. Families are welcome to leave their child's car seat in the foyer if they are being picked up by someone else and need to share the car seat.

Children who ride bikes or scooters to kinder must wear a correctly fitted Australian Standard helmet. Scooters and bikes can be left at the front of kindergarten in the bike rack.

Visit [www.roadsafetyeducation.vic.gov.au](http://www.roadsafetyeducation.vic.gov.au) for more information.

## First Days

Plan your morning so you can arrive at kinder **without rushing**. It's normal for children to feel **hesitant or reluctant** during drop-off—it's a big step for them to say goodbye and stay in a new environment without you.

Please always **say goodbye** to your child before leaving, even if they are busy or engrossed in play. Let them know you'll be back to pick them up later. Avoid slipping away quietly, as this can create confusion and anxiety. A clear goodbye helps your child feel more secure.

Once you've said goodbye, it's important to leave promptly. Linger may confuse your child and make it harder for them to settle in.

If you're feeling uncertain about drop-offs, talk with your child's teacher. Together, you can develop a plan to make drop-offs smoother and help your child adjust comfortably by the end of Term 1.

## Arrival and Departure

To allow staff time to prepare materials and set up equipment, the kindergarten doors are not opened until each session commences. If you arrive early for your session, we ask that you please wait in the front garden until the start of the session.

Please try to drop off and pick up your child on time as this enables an uninterrupted start to the session. If you are running late, you can phone the kinder and let us know. **Picking up your child late several times a term will require a meeting with the classroom teacher and/or educational leader.**

For safety reasons, only individuals **authorised on the enrolment form** are permitted to collect children from kindergarten. You can list multiple people on your form, and this list can be **updated at any time** throughout the year<sup>5</sup>. This person must be at least 18 years of age.

If you need to add someone new, please speak with your child's teacher or our office staff. If someone different will be picking up your child, make sure to inform us in advance. For last-minute changes, you can call the kindergarten during the session to update us. People

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<sup>5</sup> Education and Care Services National Regulations – Regulation 160(3)(iii)

unfamiliar to staff will be required to provide photo identification before they can assume care of your child.

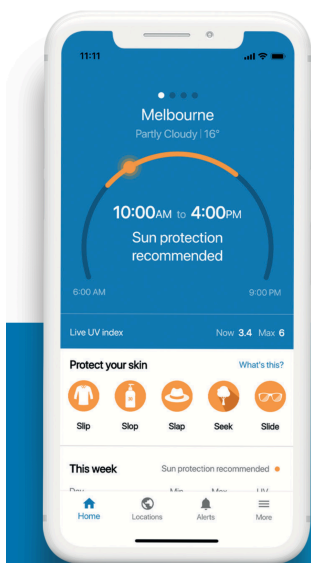
We have an open-door policy, and always welcome parents at kinder. However, for safety reasons, we ask that at the end of the session, parents please wait in the front yard until kinder is finished. This allows staff to ensure all children are waiting on the mat ready to be collected. Of course, if you need to pick your child up early – you are most welcome to come in!

## Sun Protection

### When UV is 3 or above be SunSmart



SunSmart sun protection times can be found on the SunSmart App here: [www.sunsmart.com.au/resources/sunsmart-app](http://www.sunsmart.com.au/resources/sunsmart-app). Please scan the QR code to download to your phone.



Download the **SunSmart Global UV app** to check the UV level.

These sun protection times cover the period when the sun's UV levels are expected to reach three or higher. A combination of sun protection measures are to be used for all outdoor activities during these times.

The kinder will provide your child with a blue legionnaire hat with the kinder logo on it. Please always keep the kinder hat in their bag.

Sun cream will be applied throughout the day at kinder. We require all families to supply a roll-on sun cream (labelled underneath with your child's name), which will be left at kinder. Children will be encouraged to re-apply their own sun cream throughout the day. Staff will assist where necessary.

We recommend clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and

knee-length or longer shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection from the sun.

### Emails, Notice Boards & “Pockets”

Evesham Road kinder currently uses email to communicate important messages to families. Please ensure we have your up-to-date email address on file and nominate if additional people are to receive correspondence.

In the event of any infectious diseases (e.g., Head lice, conjunctivitis) a notice will be on display at the entrance. It will contain specific details, including exclusion periods, which must be followed

A pocket with your child’s name is provided for all groups – please ensure that you check this **before and after every session**. The pockets are used for any paper forms that we need you to complete – e.g., excursion notices and forms, order forms for fundraising items, as well as artwork created by your child.

Each group has its own noticeboard which contains specific information for your child’s group. Please ensure to read this before and after every session so you remain fully informed.

We would appreciate it if Birthday Party invitations were placed in pockets rather than handed to individual children to avoid disappointment for those not invited.

### Parent Library

The Parent Library is situated in the kindergarten office, and we have a list of available books displayed in the foyer. Please ask staff if you are interested in borrowing any of the books, as they are provided for your interest and enjoyment.

### Tissues

We all know that small children require a constant supply of tissues. We would appreciate it if each family could provide a box of tissues at the start of the year.

### Stay and Play

Parent involvement during kinder sessions is always appreciated and encouraged. Each group will have a list of all kinder dates on display. Please print your name next to any session where you plan to “Stay and Play.”

**Please be aware a Working with Children’s Check is required.**

<https://www.workingwithchildren.vic.gov.au/>



We hope you enjoy the experiences we have available for the children. You can also assist children with reading stories, printing names on artwork, hanging paintings to dry etc. Please also make yourself aware of any action plans for the children by checking the class noticeboard.

Sometimes the staff may have a particular task for you to assist with during the session. Other days, the extra pair of hands in the room can allow the staff to work on a focussed task with a small group of children.

If you are staying during a session, please sign in the visitor book, and sign out when you leave. It is a requirement that we keep track of who is visiting the centre, in case of an emergency.

## Siblings

Younger siblings are most welcome at kinder, however we ask that **parents accept responsibility** for their supervision, as the teaching staff are busy with the kinder children.

Please make sure at drop off and pick up times, older children play safely and appropriately with the equipment. Please ensure they do not move the equipment.

## Children's Birthdays / Celebrations

Birthdays are a special time at kinder. We make the day extra special by singing happy birthday, blowing out candles on our pretend cake, and having a birthday photo taken. Your child may wish to bring some Freddo frogs which will be given to each child as they leave the kindergarten at the end of the day.

You may wish to stay and play on your child's birthday so that you can join in the celebrations. Please discuss with your child's teacher in the week leading up to the birthday.

When distributing birthday invitations to other children, please do not hand out party invitations at pick up or drop off, please use the notice pockets. We understand that not all children in the group can be invited to all parties and some children may become upset if they don't receive an invitation. Staff will not be responsible for party invitations.

## Toys /Special Items

Toys are to be left at home in order to avoid them becoming broken or misplaced. Teachers/Educators cannot take responsibility for toys brought from home. There may be opportunities for children to bring a special item or something of interest Toys to share during an experience such as "Show and Tell", "News Times", "Treasure Day" or "Show and Share". Your teacher will inform families of these particular activities for your group.

## Emergency Situations

In the unlikely event of an emergency, it is important that proper procedures are followed.<sup>6</sup>

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<sup>6</sup> Education and Care Services National Regulations – Regulation 97

In an emergency, the person in charge will blow a whistle to indicate there is an emergency. The person in charge will be wearing an orange vest. **Parents must follow the instructions of the person in charge.**

The children will be evacuated to either the **front or rear gate** depending on which is the safest. If it is not safe to remain on site, our emergency meeting places are:

1. Cnr Follett Rd & Ward Street
2. Follett Rd Park
3. If it is not safe to evacuate the building, the children will be sheltered in the safest part of the building.

Emergency evacuations are practised with the children once a term to ensure that the children know what to do in the event of a fire or other emergency.

## Illness, Allergies & Medication

During the year it is quite possible that your child may become ill.

Please phone us and let us know if your child has been diagnosed with an infectious disease.

If your child has:

- a runny nose
- had a fever or bad cough
- been vomiting, or had diarrhoea
- covid

**Please do not send them to kinder. If your child is unwell at kinder, we will contact the designated person to collect your child.**

**Children may return to kinder when at least 24 hours have passed since their last loose bowel motion or vomiting. This may be raised to 48 or 72 hours in the event of an outbreak.**

To ensure our kindergarten is a safe and healthy environment, we follow the National Health and Medical Research Council's 'Staying Healthy in Childhood guidelines'. In reference to infectious disease, the guidelines state the following information regarding reducing the spread.

*"The aim of exclusion is to reduce the spread of infectious disease. The less contact there is between people who have an infectious disease and others, the less chance the disease has of spreading. Excluding children, staff and parents who are at risk of transmitting infection to others limits the spread of infection in education and care services. Identifying people who are at risk of transmitting infection to others will generally be based on symptoms. Although some infections can be spread before the person becomes sick, people are usually most infectious when they have symptoms. For this reason, it is best to exclude children, staff, and parents and*

*carers from education and care services when they are sick. By excluding anyone who is sick, you can protect many other people from becoming sick."*

To determine whether your child should be excluded, please refer to Table 4.1, pages 77-92, of the Staying Healthy Guidelines at:

<https://www.nhmrc.gov.au/sites/default/files/documents/attachments/Staying-Healthy/Staying-healthy-guidelines.pdf>

## Immunisation

As per the "no jab no play" policy, it is a requirement that each child's Immunisation History Statement (IHS) is kept on file at kinder.<sup>7</sup>

The IHS must show that your child is up to date with their immunisations.

Please provide a new IHS when your child has received their 4-year-old immunisation.

## Medication

If your child requires medication, please speak to the staff, and fill out the medication record. Children prescribed an Epi-Pen® will not be permitted to attend unless the Epi-Pen is at the kinder with them.

**If your child has allergies, asthma, epilepsy, eczema, diabetes, or other illness where treatment may be required at kinder you must also complete an action plan that details symptoms, treatment, and emergency contacts.**

Please ensure the Action Plan is current, printed in colour, and includes a recent photo of your child. Ensure any changes are communicated, and a new plan drawn up.

Staff will only administer medication in accordance with a signed action plan from your doctor and your written permission.<sup>8</sup>

**Please do not leave any medication in your child's kinder bag.**

## Anaphylaxis Management Policy –

Evesham Road Kindergarten believes that the safety and wellbeing of children who are at risk of anaphylaxis is a whole-of-community responsibility, and is committed to:

- providing a safe and healthy environment in which children at risk of anaphylaxis can participate fully in all aspects of the program
- raising awareness of families, staff, children, and others attending the service about allergies and anaphylaxis

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<sup>7</sup> Education and Services National Regulations – Regulation 162 (f)

<sup>8</sup> Education and Care Services National Regulations – Regulation 92 - 95

- actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, and in developing risk minimisation and risk management strategies for their child
- ensuring all staff members and other adults at the service have adequate knowledge of allergies, anaphylaxis, and emergency procedures
- facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis.

The most common causes of allergy in young children are eggs, peanuts, tree nuts, cow's milk, bee and other insect stings, and some medications.

The most severe form of allergic reaction is Anaphylaxis. This is a life-threatening reaction which can develop within minutes of exposure to the allergen.

However, with planning and training a reaction can be treated effectively by using an auto adrenaline injector device (EpiPen®).

Signs and symptoms include:

- Hives or welts
- Facial swelling
- cough or wheeze
- loss of consciousness or collapse
- A tingling feeling in or around the mouth
- Abdominal pain, vomiting or/and diarrhoea
- difficulty in swallowing or breathing
- breathing stops

Each child diagnosed at risk of Anaphylaxis will have an Anaphylaxis Action Plan completed by a doctor. If a reaction is suspected, an ambulance will be called, and the Anaphylaxis Medical Management Action Plan followed. If a child who has not been diagnosed as allergic appears to be having an anaphylactic reaction, an ambulance will be called, and first aid will commence.

Staff have undertaken approved Anaphylaxis Management Training in the recognition of the signs and symptoms of an allergic reaction and administration of the EpiPen and have completed an accredited First Aid course. Staff undertake annual training in CPR (Cardiopulmonary Resuscitation) and participate in practice scenarios of the Anaphylaxis Medical Management Action Plan and practise with an EpiPen trainer.

In any centre that is open to the general community it is not possible to achieve a completely allergen free environment. As a community we need to employ a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the centre. We ask that the kinder community be diligent in supporting the risk minimisation strategies.

- **Washing hands and faces:** if your child (including siblings) has had a peanut butter or Nutella sandwich before coming to kinder please wash all traces of food from hands, face, and clothes. Children will wash hands when they arrive at kinder (as stated in our

Hygiene Policy), and before eating. Staff and parents will also wash hands before any food handling or preparation.

- **Events:** when cooking at kinder, and for parties and other events involving food, staff will consult with parents of children with allergies to ensure that all products are safe for their children.
- **Recycle Station:** please do not send egg cartons or any boxes that may have contained nut products.
- **Identification of children diagnosed at risk of Anaphylaxis:** a photo with the child's name, group, and Anaphylaxis Action Plan, along with the EpiPen will be in the child's kinder room. Please familiarise yourself with this information when you are on duty.
- **EpiPen:** each child who has been prescribed an EpiPen can only attend kinder when their EpiPen is at the centre. On excursions the EpiPen goes with the teacher in charge.

In the event of an allergen being brought to kinder we will:

- wash the child's hands and face
- thoroughly clean the child's table and chair
- inform the parent of the child at risk
- inform the parents of the child who brought the products.

We thank you for your cooperation as we work together to put these strategies in place to promote the safety and well-being of all our kinder children.

## Code of Conduct

At Evesham Road we endeavour to provide a safe and welcoming environment. We believe that families and volunteers play an important part in the kindergarten so must abide by a code of conduct to ensure the safety and wellbeing of all stakeholders.

All parents must behave in a respectful and civil manner towards all Staff, other parents, and children. Your behaviour plays a vital role in how your children will treat others

Areas	What is expected	How it is demonstrated
Communication	<ul style="list-style-type: none"> <li>● be polite to others</li> <li>● function as a positive role model</li> <li>● recognise and respect personal differences</li> <li>● use proper processes to express concern</li> </ul>	<ul style="list-style-type: none"> <li>✓ using polite spoken and written language</li> <li>✓ always speaking and behaving respectfully.</li> <li>✓ Acknowledge and respect cultural differences.</li> <li>✓ calling out bullying or inappropriate behaviour or language</li> <li>✓ respecting staff/committee time by accepting they will respond for responding to appropriate communication when they are able</li> <li>✓ requesting a meeting to discuss concerns and allowing staff/committee time to prepare</li> </ul>
Behavioural	<ul style="list-style-type: none"> <li>● act in an appropriate manner around children</li> </ul>	<ul style="list-style-type: none"> <li>✓ physical contact with children other than your own should be avoided, unless safety of child is compromised, staff should be advised immediately</li> <li>✓ seek child's approval prior to manual handling – "do you need help with your jumper?"</li> <li>✓ any personal nature activities must have a staff member's permission and dignity and respect to the child is sustained.</li> <li>✓ Avoid unsupervised situations.</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>● parents ensure their child attends kindergarten ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>✓ Parents ensure their child attends with food and clothing as suggested in this handbook</li> <li>✓ Parents ensure their child arrives and leaves on time</li> </ul>

	<ul style="list-style-type: none"> <li>● support the philosophy of the kindergarten.</li> </ul>	<ul style="list-style-type: none"> <li>✓ When on duty parents abide by the requirements as directed</li> </ul>
Culture	<ul style="list-style-type: none"> <li>● recognize all students are important</li> <li>● work together with staff to resolve issues or concerns</li> <li>● respect people's privacy</li> </ul>	<ul style="list-style-type: none"> <li>✓ speak positively about the kindergarten and its staff</li> <li>✓ not make negative comments in person or online</li> <li>✓ understand compromises may be necessary</li> </ul>

### Parent Involvement

There are many ways for parents to be involved at Evesham Road Kindergarten. As well as joining with the children and staff during kinder sessions, you may wish to contribute by joining our Committee of Management, help at our Working Bees and support our Fundraising activities. Many hands make light work, and we appreciate every contribution!

### Fundraising

Evesham Road Kinder also has a fundraising subcommittee to assist with running events. We understand that raising children can be a busy and expensive time, and that families may also have other fundraising activities through school and extracurricular activities. We don't expect you to participate in every fundraising activity, but any contribution towards fundraising for the kinder is greatly appreciated! Past fundraising activities have included Jolly Socks, Picture plates, Tea Towels,

### Fundraiser Payments

The preferred method of payment at kinder is via internet banking transfer.

Account Name:	Evesham Road Preschool Association
BSB No:	063 119
Account No:	0090 2099
<b>Reference:</b>	Please include your group, first initial & last name in the description, so that we know who the payment is from E.G. <i>BanksiaRSutherlandPPlates</i>

If you are bringing any cash to kinder, (e.g., fundraising) please seal in an envelope labelled with your child's name, their kinder group and what the money is for. Cash payments are then dropped into the mailbox **in the foyer (in the wall on your right as you walk in) – not in the mailbox by the gate.**

**\*Please do not hand money to the teachers, as they are busy with the kinder program.\***

## Working Bees

Working Bees are generally held once per term alternating between Saturdays and Sundays. These days provide valuable support to the kindergarten, as our community of parents comes together to assist with **gardening, cleaning, maintenance, and other tasks**. Your participation makes a meaningful difference in keeping our kinder environment safe, beautiful, and welcoming for the children.

## Policies

To ensure that we meet the Regulations<sup>9</sup>, run an efficient centre and supply a safe environment, the kindergarten has a number of policies and procedures.

Policy documents are available for inspection at the kindergarten, or on our website. [www.eveshamroad.kindergarten.vic.gov.au](http://www.eveshamroad.kindergarten.vic.gov.au)

If you have any questions about information contained in this handbook, please contact the kinder on 9583 6158 or [evesham.rd.kin@kindergarten.vic.gov.au](mailto:evesham.rd.kin@kindergarten.vic.gov.au)

## Committee of Management

The general running of the kindergarten is the responsibility of the Committee of Management. The Committee meets once per month. Members of the committee are elected annually at the Annual General Meeting. If you are interested in a position, please speak to a staff member or committee member at least 1 week before the AGM. It is well worthwhile becoming part of the team that makes the decisions about our Kindergarten - this is a fantastic way to contribute. Position descriptions are also available on the website.

Contact details for the Committee Members (and supporting roles) are as follows: -

Role	E-mail Address
President	<a href="mailto:president@eveshamroadkinder.com.au">president@eveshamroadkinder.com.au</a>
Vice-President	<a href="mailto:vicepresident@eveshamroadkinder.com.au">vicepresident@eveshamroadkinder.com.au</a>
Treasurer	<a href="mailto:treasurer@eveshamroadkinder.com.au">treasurer@eveshamroadkinder.com.au</a>
Secretary	<a href="mailto:secretary@eveshamroadkinder.com.au">secretary@eveshamroadkinder.com.au</a>
Assistant Treasurer	<a href="mailto:accounts@eveshamroadkinder.com.au">accounts@eveshamroadkinder.com.au</a>
Enrolment Officer	<a href="mailto:enrolments@eveshamroadkinder.com.au">enrolments@eveshamroadkinder.com.au</a>
Maintenance / Working bee Officer	<a href="mailto:maintenance@eveshamroadkinder.com.au">maintenance@eveshamroadkinder.com.au</a>
Fundraising Officer	<a href="mailto:fundraising@eveshamroadkinder.com.au">fundraising@eveshamroadkinder.com.au</a>
Bunnings Coordinator	<a href="mailto:bunnings@eveshamroadkinder.com.au">bunnings@eveshamroadkinder.com.au</a>
Grants Officer	<a href="mailto:grants@eveshamroadkinder.com.au">grants@eveshamroadkinder.com.au</a>
Social Coordinator	<a href="mailto:social@eveshamroadkinder.com.au">social@eveshamroadkinder.com.au</a>
Uniform Officer	<a href="mailto:uniforms@eveshamroadkinder.com.au">uniforms@eveshamroadkinder.com.au</a>

<sup>9</sup> Education and Care Services National Regulations – Regulation 168



IT	itofficer@eveshamroadkinder.com.au
Web Officer	webofficer@eveshamroadkinder.com.au
OHS Officer	ohs@eveshamroadkinder.com.au
Policy Officer	policies@eveshamroadkinder.com.au

## The Committee and Supporting Roles - 2025

The Committee is elected annually at the Annual General Meeting held during November with the term of office being for one (1) year beginning in the final week of the Kinder Year.

The Committee is run solely by volunteer parents. The Committee is entirely responsible for the functioning of the Pre- School including all aspects of financing, adhering to the Acts and Regulations, employment of staff, enrolments and other administration matters. The committee works in partnership with the staff, enabling staff the maximum amount of time for the direct benefit of the children. The committee needs to be represented by both 3 & 4-year-old parents to ensure the effective operation of the Pre-School.

Without the generous support of parents every year, our children would not have a kindergarten to attend every day.

The monthly Committee meetings are attended by staff, executive and committee positions. The **four executive positions** and **general positions** are required to attend Committee meetings. The supporting roles do not need to attend or vote at the monthly meetings, but their attendance is welcomed.

The Committee comprises:

### Executive Committee - Attend monthly meetings

**PRESIDENT:** chairs the Exec and Committee meetings; leads and communicates with committee members, the Executive Committee and Educational Leader; understands the constitution and kinder philosophy; liaises with external parties including DET, Early Learning Association Australia (ELAA) and Kingston Council; assist with HR and compliance related matters including performance reviews, staff employment documents and kinder policies; keeps up to date with information across the kindergarten.

**VICE PRESIDENT:** assists and supports the President and the Secretary in their duties whenever necessary and is responsible for the quarterly newsletter and annual parent survey. Assists with HR and compliance related matters as appropriate.

**SECRETARY:** communicates with committee members regarding meetings, prepares Agendas and records Minutes of meetings. Records all relevant information. Correspond and lodge Annual Statement to Consumer Affairs Victoria. Assists with HR and compliance related matters as appropriate.

**TREASURER:** pays all accounts, prepares financial reports and budgets and liaises with the professional bookkeeper. Communicates all financial information to the Committee and staff. Prepares an annual report for the AGM.

### **General Committee - Attend monthly meetings**

**ASSISTANT TREASURER:** is responsible for the banking and recording of fundraising monies and uniform orders. Banks cash and cheques received. Communicates all relevant information with the treasurer, bookkeeper and Admin staff.

**ENROLMENT OFFICER:** Works in conjunction with the Admin Officer with 3 YO and 4YO enrolments received, to communicate information with all new families and helps organise family enrolment packs

**MAINTENANCE OFFICER / WORKING BEE COORDINATOR:** coordinate a working bee per Term. Repairs, maintains and liaises with committee and council regarding the kinder building and grounds.

**SOCIAL COORDINATOR:** Coordinates social events, including the Welcome Family BBQ, end of the year celebrations and other whole kinder social events (I.e Trivia Night). Liaises with and supports Social Representatives from each group. Liaises with the Fundraising Coordinator to plan social fundraisers. Additionally passes on important information to group social reps to share in the groups when needed.

**FUNDRAISING OFFICER:** present fundraising ideas to the Committee and co-ordinate the events during the year. This can consist of one large event and up to three small events per term, or similar. Is supported by the Fundraising Sub- Committee. Liaise with the Assistant Treasurer.

**GRANTS OFFICER and GRANTS ASSISTANT:** to apply for relevant grants for the kindergarten during the year and to liaise with the Educational Leader as to relevant resources and equipment that are needed. This can include and is not limited to: Leader Grants, Coles Junior Landcare Grants and Kingston Council Children's Week Grants. Maintains records of annual/regular grants that the kinder is eligible to apply for.

**POLICY OFFICER:** Ensures all relevant national, state and local policies are up to date and recorded in the staff and parent handbooks and in the online Kinder Policy Folder. Communicates important policy updates to the committee and staff.

## Supporting Roles - *not required to attend committee meetings*

**BUNNINGS BBQ COORDINATOR:** manage, organise and assist with the allocated Bunnings BBQ. Includes required paperwork (Statement of Trade), notifying families, organising a volunteer roster, purchasing of relevant food and drink supplies and booking a BBQ for the following year.

**UNIFORM OFFICER:** display Evesham Road uniform at the AGM and on enrolment days and orientation days in the foyer. Is responsible for order, collection and distribution of uniforms from Edu Threads. Organises used uniform donations at the end of the year and organises used uniform sale at the beginning of the year. Liaise with the Treasurer when necessary.

**OH&S OFFICER:** to assist update and maintain the OH&S procedures for the kinder to ensure all people who attend the premises are provided with a safe environment.

**IT OFFICER** Is responsible for the installation and maintenance of IT equipment (incl. computers, printers and modems).

**WEB / SOCIAL MEDIA OFFICER:** Updates the Evesham Rd Preschool website with relevant information. Communicates with staff and committee regarding information shared online.

**FUNDRAISING SUB-COMMITTEE (5 positions):** to assist the Fundraising Officer with the organising and running of the fundraising activities and events during the year. To attend Fundraising meetings where necessary.

**SOCIAL REPRESENTATIVES (5 POSITIONS - 1 per group):** Set up WhatsApp communication group for their designated group. Organise Park play at the beginning of the year. Organise group play/adult lunch or dinner once per term or interest in each group. Assist with the family welcome gathering at the beginning of the year and end of year celebration. Supported by the Social Coordinator and assists Social Coordinator with events when needed.

## Our wonderful kindergarten needs you!

If you have transferable skills for any of the above positions, we would love to see you on the Committee during 2025! Please contact Eve at [secretary@eveshamroadkinder.com.au](mailto:secretary@eveshamroadkinder.com.au) for detailed Position Descriptions.