



ORIENTATION BOOK



Lilian
Cannam
Kindergarten





Welcome to Lilian Cannam

Welcome to Lilian Cannam kindergarten. We hope you and your child/ren enjoy your time with us as they embark on a rich and rewarding educational journey.

This orientation booklet is designed to guide you through your child's time at Lilian Cannam, fondly known as LCK. It introduces you to our kindergarten, outlining our history, philosophy, management and key policies. Importantly, it sets out how to prepare your child for kindergarten and what you need to do each day.

Please take the time to read this booklet and contact us if you require any further information.

Kind regards

The Teaching Team and Committee of Management

Our Story

Lilian Cannam Kindergarten has been serving children and families in the South Melbourne area since 1922. The kindergarten is named after its founder and first President, Lilian Cannam.

LCK has had a long relationship with the City of Port Phillip. In 1927 the Council bought the present site and has since played a major role in the development and maintenance of its buildings and facilities and in supporting our kindergarten programs.

Over the years LCK has been innovative in developing a range of children's programs in order to meet the needs of local children and families and to ensure broad community use of the facility. The kindergarten provides a large, outdoor sanctuary for inner city children.

LCK employs highly qualified early childhood teachers who undertake the design, implementation and evaluation of the kindergarten program. The teaching teams work closely with specialist teachers in visual arts, music and Italian to provide high quality teaching and learning programs.

Educational Philosophy

Our play based programs support children, families and teachers working together to create a community rich in values, knowledge and skills. The children are encouraged to explore the world around them, extend their learning and development in the arts, literacy, mathematics, science, nature, language, social and emotional wellbeing, communication, cognition and physical development.

Our curriculum has an inquiry approach that reflects early childhood theory and practice. It supports children's learning through meaningful experiences, enhanced through individual and collaborative work.

In line with the National Quality Framework we are guided by the VEYLDF and practice principles – family centred practice; partnerships with professionals; high expectations; equity and diversity; respectful relationships and responsive engagement; integrated teaching and learning approaches; assessment for

learning and development; reflective practice and the five learning outcomes.

IDENTITY - Children have a strong sense of self

1. COMMUNITY - Children are connected with and contribute to their world
2. WELLBEING - Children have a strong sense of wellbeing
3. LEARNING - Children are confident and involved learners
4. COMMUNICATION - Children are effective communicators.



Management of LCK

The kindergarten is an Incorporated Association and the rules governing the Association are set out in the Constitution (copies are held in the office). A voluntary Committee of Management is elected each year at the Annual General Meeting. All parents are eligible to vote and to stand for election.

The committee is responsible for the management of the kindergarten and undertakes this in close consultation with the Director. Specific responsibilities include: developing policies, managing the finances, employing staff, liaising with government departments and the Port Phillip City Council, and ensuring that the kindergarten is operated in accordance with government legislation, policy and best practice.

The committee meets monthly. It consists of a President, Vice-President, Treasurer and Secretary and up to 8 other members. There are specific roles and responsibilities of the formal office bearers and of other support functions.

Participation in this way represents a wonderful opportunity to develop and maintain positive relationships with the teachers, the children and the community itself, and to influence the direction the kindergarten takes over time.

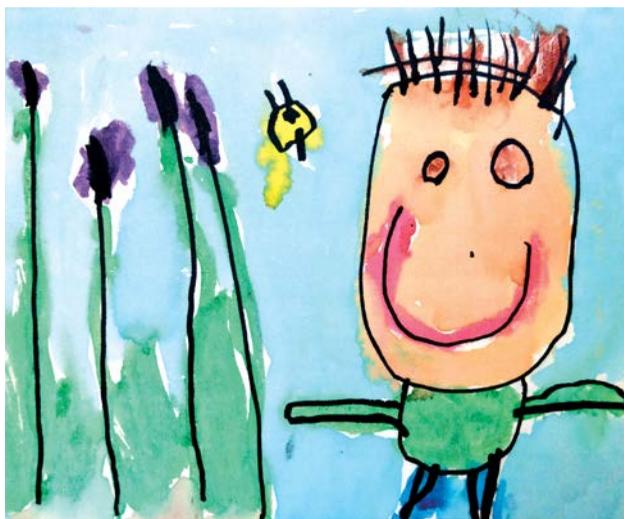
Parent Involvement

As a community kindergarten we are committed to and rely on the establishment of collaborative partnerships that link parents, children and teachers together as a caring and resourceful community. Families are encouraged to join the Committee of Management, sub-committees and undertake other volunteer roles within the kindergarten. Throughout the year we will be asking parents to participate in working bees, fundraising activities and in the classroom.

Kindergarten Groups

We offer two 3 to 4 year old sessions and two 4 to 5 year old sessions.

Wattle	Waratah	Eucalypt	Blue Gum
3yrs Morning	3yrs Afternoon	4yrs Morning	4yrs Afternoon
Mon, Thurs, Fri	Mon, Thurs, Fri	Mon, Thurs, Fri	Mon, Thurs
9am – 12pm	1:15pm – 4:15pm	9am – 12pm	1:00pm – 4:00pm
		Tue, Wed	Tue, Wed
		9am – 3pm	9am – 3pm



Extended hours program – Banksia Group

We offer an extended hours program on the days your child has a session. The program is managed by a qualified kindergarten teacher and is designed to complement the group sessions.

Children can be registered for the extended hours program on the day they attend in the Banksia attendance book. Before your child attends for the first time you need to complete a Direct Debit Authority (see Fees below).

Morning programs (Wattle and Eucalypt)

The extended hours program is available to the morning groups before the session from 8:30am to 9:00am and after the session from 12pm to 5:30pm. Families who utilise the before care program will be invoiced for the full 30 minutes regardless of the time they arrive. There is a minimum attendance of 1 hour for the after session program. The classrooms cannot be accessed between 12:15pm and 1.00pm to collect children as they are being set up for the afternoon groups.

Afternoon programs (Waratah and Blue Gum)

The extended hours program is available to the afternoon groups before the session from 12.00pm to 1:15pm. Children must arrive by 12.15pm to utilise the before care program. After this time the classrooms will be closed to enable the teaching team to set up for the afternoon programs. The extended hours program is available after session from 4:15pm to 5:30pm.

Key Dates and Events

Key dates (term dates, public holidays, curriculum days etc.) and events (social events, excursions, working bees, etc.) are listed on our [website](#). Please refer to the **Events tab**.

At the start of each term we will also post a calendar in the foyer on the notice board.

Please note that throughout the year the kindergarten has curriculum days/child-free days for professional development, school planning and administration, curriculum development, and child assessment and reporting purposes. These will be marked in the calendar.



Orientation – Before you start at LCK

Entry into our kindergarten may be your child's first experience separating from you. Your child may experience some anxiety at first, and it is important that you work with teachers to facilitate a comfortable entry into the program.

To help your family and child settle into kindergarten life there will be:

- a parent orientation evening conducted by the Director and teaching staff
- a day time orientation session with your child, their teacher and other children from the same group
- scheduled one on one meetings between families and your class teacher during the start of Term 1 (you will be notified of the date and time)
- staggered/shorter start times for the first two weeks of Term 1

Prior to commencement it is recommended that you:

- Familiarise your child with the location of LCK; a visit or play in the local park prior to commencement will help with this
- Prepare your family for the transition into the kindergarten community by working out a family routine; talk about roles and responsibilities for all members of your family; and talk to your child about who will drop off and who will collect him/her from the kindergarten
- Purchase a locker sized backpack and show your child how to pack it for kindergarten
- Help your child practice taking off and putting on shoes (velcro sneakers are recommended and managing clothing (pull up jeans/leggings are recommended)
- Encourage your child's self-help skills through independent dressing, carrying of his/her own backpack and walking independently

The First Two Weeks

In the interest of all children the kindergarten recommends staggered/shorter session times during the first two weeks of the year. Please refer to the list of times and dates for the orientation of your child.

In some cases children will need longer periods to settle and this will be mutually decided by you and your child's teachers. We also understand that due to work or other commitments some families will require their child to commence the normal program from day 1 and this should also be discussed with your teacher.

What to Bring

Your child will need the following items:

- A locker sized backpack
- A named water bottle
- An insulated lunch box with an ice pack (for the longer days or extended hours program)
- A whole piece of fruit or vegetable each day – this will be their snack for the day
- A sun hat
- A spare set of clothing
- A comfort item (if required)
- A framed family photo (this is to remain at LCK)

All personal belongings should be clearly labelled with your child's full name. Please apply sunscreen on your child before they attend their kindergarten sessions.

LCK hats can be purchased from the office for \$20.

Establishing a Routine

The following suggestions may help you to establish a comfortable routine that suits the needs of your family:

- Each night ask your child to pack his/her backpack for kindergarten. Encourage your child to take responsibility for checking that all required belongings are in the backpack;
- Try to avoid rushing in the morning. Make time to talk with your child about kindergarten and the day ahead; and
- If you intend on spending time in the classroom, discuss with your child how long you intend to stay (i.e. *"I will stay and read a book, then say goodbye."*)

Arriving at LCK

- Allow time for arrival as parking is restricted
- Remember your allocated security gate code for entry (provided at the start of each term via Konnective)
- Help your child locate their individual locker and help them place their lunch box (if required), fruit/vegetable and water bottle on the food trolley – see 'Snack and Meal Times' below
- Greet your child's teachers
- Sign your child in the allocated book for the session and also for the extended hours program if you require it on the day
- Settle your child at the group time meeting place or learning experiences offered.

Settling In

If your child has previously been in a childcare setting, he/she may still need time to adjust to a new and unfamiliar setting. You can assist in the adjustment process by:

- Being confident that your child's time at LCK will be a positive experience, and that teachers would contact you if your child was unduly upset
- Ensuring that your child has his/her special comfort item (if required)
- Making certain that you tell your child when you are leaving and what time you will return
- If required, spend time with your child in the classroom.

Departing LCK

Your teacher will open the classroom door when the session is complete. At the end of the session please:

- Sign your child out – in the allocated book
- Assist your child in collecting his or her belongings
- Encourage your child to say goodbye to friends and teachers.

If your child has been attending the extended hours program, please proceed to the Banksia Group room outside and complete the same steps above.

Please note that the teachers are only permitted to release your child to persons authorised in your enrolment record (the 'blue form'). If you would like another person to collect your child or they are having a 'play date' please complete the authorisation to collect your child form available in the foyer or from the office.

Snack and Meal Times

Compared to eating at home, meal times at LCK will be a different experience for your child. As part of the program we will break for a healthy snack during the short sessions and also for lunch on the longer days. You are required to supply a whole piece of fruit or vegetable for snack time each session. This will be cut up on platters for all the children to share. For the longer days (4 year olds) or if your child is attending the extended hours program please pack a healthy and nutritious lunch box for our lunch break.

Tips

- Buy seasonal fruit and vegetables
- Use an insulated lunch box and a freezer pack
- Pack food that is easy to open and easy to eat (if necessary, provide cutlery for your child)
- Please label all lunch boxes, containers, bottles, cooler packs and any other utensils with your child's name

Please note: There are children at LCK with life threatening anaphylactic allergies. Children's meal times are supervised and monitored to prevent sharing of food. However, in order to further minimise the risk of an anaphylactic reaction we respectfully ask that all families avoid bringing peanuts and foods that contain nuts.

Communication

We believe in open, honest and inclusive two way communication with families. Your teachers, the Director and our Committee of Management are available to meet with you as required if you would like to discuss your child, our programs or any other matter. Our contact details are provided below.

During the term our key methods for communicating with families about the program and what's happening at kinder will include:

- A **classroom visual diary** which is a reflective journal of key areas explored in the program – available next to the sign in book
- A **regular curriculum program** emailed to families outlining our educational objectives – we will also email you important news and updates from the classroom on a regular basis
- **Child portfolios** available in your classrooms
- **Konnective** which is a smart phone app used for quick updates, reminders and calendar dates - the App is free and we ask that parents please take the time to download it.

Contact details

Office/Administration

For administrative or enrolment matters please contact the office:

- Phone: (03) 9699 3695
- Email: lilianan.cannam.kin@kindergarten.vic.gov.au

Please note our office is not always attended and it may take 24 hours for someone to return your call.

Emergency parent line

For emergencies while your child is at Kindergarten please contact the Parent line on **(03) 9699 4459**. Please note that this phone will ring in the rooms and we ask that it is only used for emergencies and not provided to families outside the LCK community.

Security Gate

To maintain security for children it is important that you:

- Keep the security code confidential (a combination will be given to parents at the start of each term via Konnective)
- Only share the security code with persons authorised to drop-off or collect your child
- Ensure the door and gate is closed securely behind you

Emergency Procedures

Please be familiar with emergency exits and evacuation plans. All staff are first aid trained and regularly conduct risk assessments in line with Occupational Health and Safety regulations.

Children's Health and Medical Conditions

It is important to keep the teachers informed of any changes to your child's health. Ensure the teachers are aware of any conditions that should be taken into account during your child's time at kindergarten. Please make a time with your child's teacher during orientation to discuss any specific medical conditions.

If your child is unwell please keep him/her home until symptom free for 12-24 hours before returning to kindergarten. We would also appreciate if you could please contact the teachers as early as possible if your child will remain at home due to ill health.

First aid management of anaphylaxis

All teachers have been trained to assist them in developing knowledge and skills in recognition, management, prevention and risk minimisation of allergic reactions.

Fees and other charges

Sessions

Families will be invoiced for term fees prior to the commencement of each term. All outstanding session and extended hours fees must be paid before the start of each term. Our fees include the cost of all program activities including incursions, excursions and our music and Italian programs for the 4 year old groups.

Extended hours

Families are invoiced via direct debit on a monthly basis for the extended hours program based on hours attended that month. Before your child attends the extended hours program for the first time you are required to complete the Direct Debit authorisation form. Copies are available in the foyer or can be obtained from the office.

Please note there are minimum attendance requirements for the Extended hours program as outlined earlier in this booklet.

The cost of the extended hours program is \$9 per hour.

Family participation levy

LCK is a community run centre and therefore we rely on parent volunteers to support the running of the kindergarten. Families that are unable to participate in the kindergarten will be charged a family participation levy upfront that may be earned back through the year.

Participation that counts towards this includes;

- Being a member of the committee or a sub-committee and/or
- Providing support to the committee on TWO occasions per year.

Activities that count towards ONE occasion of participation include, but are not limited to; responding to requests for volunteers to assist on open days or other committee events, manning fundraising activities such as bbq's or stalls, participating in working bees and reviewing two policies for the Committee.

Note: Assisting during class time or attending incursions or excursions are excluded.

For details on the amount of this charge, or for more information please refer to our Fees Policy

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National Quality Framework

The National Quality Framework for Early Childhood Education and Care (NQF) commenced on 1 January 2012 with the aim of providing every Australian child with the best start in life through access to high-quality early childhood education and care, and school-age care services. The NQF is designed to assist providers to improve the quality of services and enable families to make informed decisions about the best service for their child.

The National Quality Framework includes:

- A national legislative framework that consists of the National Law and National Regulations
- A National Quality Standard
- An assessment and rating system
- A regulatory authority in each state and territory with primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard - the Department of Education and Early Childhood Development in Victoria
- The Australian Children's Education and Care Quality Authority (ACECQA), a body responsible for providing oversight of the new system and ensuring consistency of approach.

The National Quality Framework underpins our programs and as part of LCK's commitment to excellence we have a Continuous Improvement Plan for each of the quality areas set out in the National Quality Framework. It is regularly reviewed by the Director and Committee.

LCK Policies and Procedures Manual

LCK has a Policies and Procedures Manual that has been informed by the KPV Policy Works Manual – National Quality Framework (now Early Learning Association Australia ELAA) that provides information and resources to assist early childhood education and care services to develop and update policies and procedures to meet legislative, regulatory and funding requirements.

The sections of this manual correspond to the seven Quality Areas of the National Quality Standard. At the beginning of each section is a Regulatory Overview Table listing the quality area, standards and elements, detailing related policies, practice requirements and guidance notes. The table also includes reference to related laws, regulations and curriculum framework principles for each Quality Area, standard and element and an indication of which areas to consider in developing a service philosophy. The policies are arranged alphabetically within each Quality Area.

The National Regulations list mandatory and best practice policies and procedures required for all service types (Regulation 168). Policy Works Manual – National Quality Framework contains each of the policies mandated by legislation.

Our manual has been updated to incorporate the requirements of the new Education and Care Services National Law Act 2010 (National Law), Education and Care Services National Regulations 2011 (National Regulations) and the National Quality Standard (NQS). The standard policies have also been amended to reflect LCK's philosophy, needs, practices, beliefs and values.

As part of LCK's commitment to continuous improvement the Policies and Procedures Manual is reviewed regularly. Teachers and parents are invited to contribute to this process. If you would like to view or obtain a copy of any policies and procedures please contact the Director or President of LCK. A summary table of all policies is included as Appendix 1.

APPENDIX 1- Table of LCK Policies and Procedures

Quality Area	Policy	Review frequency
1	Curriculum Development Inclusion and Equity	2 years 2 years
2	Acceptance and Refusal of Authorisations Administration of First Aid Administration of Medication Anaphylaxis Asthma Child Safe Environment Dealing with Infectious Diseases Dealing with Medical Conditions Delivery and Collection of Children Diabetes Emergency and Evacuation Epilepsy Excursions and Service Events Food Safety Policy Hygiene Incident, Injury, Trauma and Illness Nutrition and Active Play (including Food, Beverages and Dietary Requirements) Relaxation and Sleep Road Safety and Safe Transport Sun Protection Supervision of Children Water Safety	2 years 3 years 3 years 2 years 2 years 2 years 3 years 2 years 2 years 2 years 1 year 2 years 2 years 3 years 2 years 2 years n/a 3 years 3 years 3 years 2 years

Quality Area	Policy	Review frequency
3	Occupational Health and Safety Environmental Sustainability	2 years 2 years
4	Code of Conduct Determining Responsible Person Participation of Volunteers and Students Staffing (including Qualifications, Supervision and Working with Children Checks/Criminal History Record Checks)	2 years 2 years 2 years 1 year
5	Interactions with Children	2 years
6	Enrolment and Orientation	1 year
7	Fees Governance and Management of the Service Complaints and Grievances Information Technology Privacy and Confidentiality	1 year 3 years 2 years 2 years 3 years

Disclaimer Lilian Cannam Kindergarten has made every effort to ensure that the information provided in this manual is accurate and current at the date of its publication. LCK expressly disclaims any liability or responsibility for any errors or omissions from this publication. Legislation, regulation and standards change regularly and LCK will review this Policy and Procedure Manual on an annual basis to ensure the currency and application of the information contained in this publication.



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