



## ***Parent Information Handbook 2025***



187 Dendy St, Brighton East, Vic 3187  
Pre-school ph: (03) 9592 7622  
e: [admin@stmaryspreschool.com.au](mailto:admin@stmaryspreschool.com.au)  
enrolments: 0451 716 324  
[www.stmaryspreschool.com.au](http://www.stmaryspreschool.com.au)  
ABN 40 781 249 627

*St Mary's Pre School acknowledges the Bunurong People of the Kulin Nation, the Traditional custodians of the land, sea and waters on which we work, play and live. We pay our respects to Elders past, present and future.*

## Table of Contents

	<i>Page Numbers</i>
<b>Welcome</b>	<b>3</b>
<b>Acknowledgement of country &amp; The History of our Pre-School</b>	<b>5</b>
<b>Our Philosophy</b>	<b>6</b>
<b>Our Educators</b>	<b>8</b>
<b>Management of the Pre-School</b>	<b>11</b>
<b>Parent Involvement</b>	<b>12</b>
<b>Term Dates 2025</b>	<b>13</b>
<b>Three-Year-Old Pre-School</b>	<b>14</b>
<b>Four-Year-Old Pre-School</b>	<b>16</b>
<b>Additional Day program</b>	<b>17</b>
<b>What you need to know</b>	<b>19</b>
<b>St Mary's Pre-School Policies</b>	<b>28</b>
<b>St Mary's Pre-school Code of Conduct</b>	<b>32</b>
<b>Management Committee Detailed Position Descriptions</b>	<b>34</b>

# Welcome to St Mary's Pre-School

## From the Management Committee



Dear Parents,

The Management Committee and Staff warmly welcome you and your child to St Mary's Pre-School. We look forward to getting to know you and your family better, and value your contribution to our pre-school community.

The St Mary's community is proud of our rating of "Exceeding the National Quality Standard". Most recently assessed in 2023, this rating reflects the high standards of the program, facilities and our commitment to continual improvement.

We hope that your child will feel happy, safe and secure in the positive, varied and nurturing environment we provide.

Pre-school is also a time for you, as parents, to become involved. We invite you to participate in many areas of pre-school life, including the committee and hope that you too find your time at St Mary's rewarding.

The information in this Parent Information Handbook is a general guide to what you need to know about St Mary's. More detail about many items covered in this Handbook can be found in the St Mary's Policy Folder located in the pre-school foyer for you to view at any time.

If you require further information the Staff and Management Committee members will be happy to assist.

*We look forward to a great year partnering with you in your child's pre-school experiences in 2025.*

*St Mary's Pre-School is partially funded by the Victorian State Government.*

**The Staff and Management Committee  
St Mary's Pre-School Centre Incorporated**



# From St Andrew's Anglican Parish

On behalf of St Andrews Anglican Parish in Brighton, we welcome you and your children to St Mary's Pre-School.

St Andrew's has a special relationship with St Mary's Pre-School. We are committed to supporting St Mary's through providing the buildings, assisting the pre-school Management Committee, and through special events and education for your children.

St Andrew's personnel regularly visit the pre-school to tell stories and sing songs with positive messages consistent with our values. As Vicar, I look forward to meeting with you throughout the year at our various social activities. I also engage with your children when they visit St Andrew's for excursions and the annual Christmas Concerts, which is a highlight of our Calendar of events.

At St Andrew's we offer a number of programs to the community that your family may want to join. These include:-

- Mainly Music - A weekday, pre-school music program
- Youth Group
- Baptisms
- Kids Church
- Christmas Services

The staff, parishioners of St Andrew's, and I, look forward to working with you to provide some wonderful experiences for your child's early years of education.

The Reverend Ian Morrison



## Acknowledgement of Country

---

***St Mary's Pre School acknowledges the Bunurong People of the Kulin Nation, the Traditional custodians of the land, sea and waters on which we work, play and live. We pay our respects to Elders past, present and future.***



## The History of our Pre-School

---

St Mary's Memorial Hall and Pre-School was built in 1958 to serve the expanding congregation of St Mark's, in Hawthorn Road.

St Mary's has offered a quality sessional kindergarten program to 3 - 5 year old's in the Brighton East area ever since. The program offered over the years has continually evolved and is dependant on the ever-changing needs of its community.

St Mary's is a not-for profit community pre-school, managed by a dedicated group of voluntary parents on its committee of management and Business Manager.

Today St Mary's continues to be affiliated with the Anglican parish of St Andrews. The Anglican Church has an ongoing commitment to pre-school education and St Andrew's Brighton provides support to St Mary's by providing a representative of the church on the St Mary's Management Committee. The Vicar visits for special occasions, such as Easter, Christmas and Annual General Meetings. St Andrew's has previously made available its parish hall and grounds for use for fundraising events.

Over the years St Mary's learning environment and building have seen many improvements. With the addition of café blinds to create an outdoor learning space; the addition of ramp access ensuring the kinder is inclusive of all; and the front garden space redevelopment to provide an onsite 'bush kinder' experience inclusive of a bush hut, vegetable and Indigenous garden and an Indigenous artwork. In 2024, we installed a new playground on the Dendy St side which has been a fantastic addition to the kindergarten.

St Mary's is a pre-school that feeds a number of local primary schools. The majority of children continue on to Brighton Beach Primary School, Brighton Primary School, St Finbar's Primary School, St Joan of Arc Primary School and Hampton Primary





## St Mary's Philosophy: "Diversity, creativity, Independence"

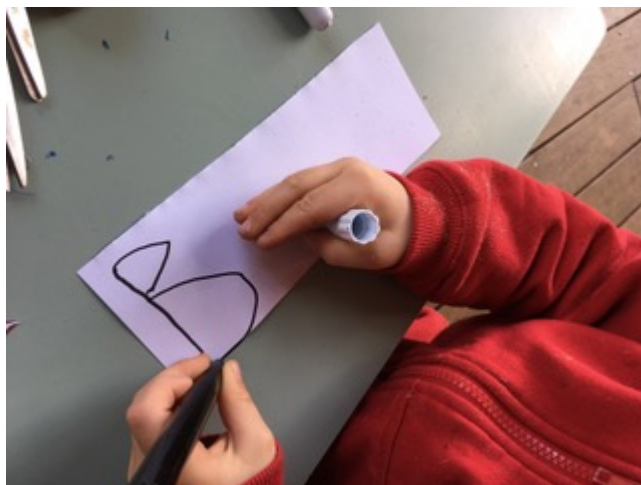
---

St Mary's vision is for all children to experience play based learning that is engaging and builds success for life. When children play they are showing what they have learned and what they are trying to understand. Our educators will guide your child's play experiences by carefully designing learning experiences and activities exploring the foundations of the Early Years Learning Framework. Much of a child's learning is intangible. Learning in relation to their feelings and ideas cannot be assessed or measured. Therefore, our emphasis is not on a child reaching a specific level at a given stage, but rather assisting each child to have a sense of belonging, becoming and being which underpin the Early Years Learning Framework.

- Children should feel that they **BELONG** because of a relationship they have with their family, community, culture and place.
- Children start to form a sense of identity from an early age, which shapes the type of adult they will **BECOME**.
- Children need to just **BE**: time to play, try new things and have fun.

### Our Image of the Child

- Every child has their own unique development path.
- Children come from diverse backgrounds and communities, and bring with them their own values, beliefs, experiences and identity.
- Children develop confidence and positive self-esteem through a supportive and secure environment.
- Children are capable and resourceful learners who are active contributors to their own learning
- Children learn through play.



## *Our Learning Environment*

- We strive to make St Mary's a fun and happy place to be, where children can share humour, happiness, develop friendships and foster a love of learning.
- Our learning environment helps children feel safe and supported, and creates opportunities for emotional, social and physical growth.
- Our curriculum emerges from the interests of the children. The children's interests, ideas and experiences are valued, listened to and acknowledged. Through observation and documentation our educators are able to further extend each child's knowledge and skills.
- We encourage children to be active participants in their own learning, they are empowered to make their own choices and direct their own play. To enable this we provide open-ended materials for the children to explore, experience, create, imagine, experiment, problem solve, express themselves and learn from.
- We teach children to understand that everyone is special and have their own special talents. Children learn to be inclusive and appreciate individual difference.
- Through creative activities such as art, construction, music, dance and drama, we support children's development of self-expression and communication.
- Literacy, numeracy and science skills are naturally interwoven into the daily program.
- We teach our children to respect their learning environment, the world in which they live and educate them on sustainable practices.
- The promotion of healthy eating and enjoyment of physical exercise play an important role in our daily program.

## *Partnership with families*

- We acknowledge and respect that families are the child's first teachers. We aim to build a collaborative relationship with families, so that we are all active participants in the child's learning.
- We respect and value the individual backgrounds and cultures of our families, and embrace these in our programs.
- We invite families to be actively engaged in our kinder community, and programs. We welcome their interest, ideas and participation.
- We work in partnership with children and their families, to support continuous learning both within and outside the pre-school environment.
- Educators believe in the importance of open and constructive communication with our families: through conversation, child portfolios, planning journals and weekly emails.



## Our Educators

- Our educators bring personal qualities and experience to the kindergarten environment, such as respect, warmth and a passion for learning
- Educators are partners in the children's learning process, using tools of listening, observation and flexibility to create the learning space. A learning space that will encourage friendship, communication, co-operation, problem solving and creativity.
- Within this space educators will offer provocations, guidance and insights to extend topics of investigation and encourage problem solving skills
- Reflective practises are used to continuously enhance the teaching program, and ensure the program reflects each child's interests and abilities.
- Educators utilise multiple forms of documentation to help inform them about the needs and interests of the children.
- Through attending professional development courses, and networking with early childhood services our educators are continually learning, and striving to create 'best practise' in all that they do.

## Our Community

At St Marys we recognise and celebrate that we are part of a larger community. We continually strive to develop our connection within our local community, and provide experiences and opportunities for the children to learn from the community in which they belong.

We recognise that we are teaching our children on the land of the Bunurong people, the first people of our nation. That it is important for our children to learn about their country's cultural heritage, and to continue caring for the land that the Boon Wurrung people lived on for thousands of years before us.

### **St Mary's Commitment to Child Safety:**

**St Mary's Pre-School is committed to the care, safety and wellbeing of all children. We support and respect all children and uphold their rights to feel and be safe at all times.**

---

St Mary's is committed to ensuring our pre-school is compliant with the National Quality Framework for Early Childhood Education, inclusive of the Early Years Learning Framework. This framework requires kindergartens to meet standards in seven quality areas, namely:

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. Governance and leadership.

St Mary's has a Quality Improvement Plan (QIP) that is regularly updated to ensure we continuously strive to achieve the highest possible service in each of these areas. This will ensure your child receives a 'quality' educational program. This is our commitment to you.





# Our Educators

## Penguin Group – 4-Year Old Group

---



### **Emma Rowe, Educational Leader, 4yo Educator – Penguin Group**

Emma has a Bachelor of Education in Early Childhood, and has worked with young children for over 20 years. Teaching in a variety of pre-schools, working as an integration aid in the UK, and also being actively involved in her own children's pre-school experiences when they were younger.

Emma loves the enthusiasm and positive energy that comes from working with young children. She enjoys working with the staff, families, community and the children to create the BEST possible learning environment for all children to develop a love of learning that will last a life time.

As well as teaching the 4YO Penguin group, Emma provides staff leadership and oversight of the educational program at St Mary's.



### **Annie Xu, Teacher – Penguin Group**

Annie, holds a Bachelor Degree of Engineering, But she loves early childhood education. She has recently completed her Early Childhood Teaching Degree. Prior to joining the St Mary's team, Annie worked with a kindergarten as an educator. She has a bilingual background and deeply believes "Every child deserves a champion – an adult who will never give up on them, who understands the power of connection and insists that they become the best that they can possibly be."



### **Lisa Amiet, Co-Educator – Penguin Group**

Lisa brings to St Mary's a wonderful ability to connect with the children, and passion to see them grow and develop as individuals. She often works behind the scenes to ensure things are set up for maximum enjoyment and learning for the children. Lisa has children herself and draws on her experience as a mother to problem solve and create learning experiences in the classroom. She is an active person who enjoys walking and the sporting activities of her children.



### **Robyn Greenhalgh – Co-Educator – Penguin Group**

Robyn is a qualified Teacher and believes all children are precious, bringing a sense of past, present and future believing that all children need to be guided, nurtured and appreciated for who they are. Robyn has is an active representative from St Andrew's Church and aims to provide the best possible education for your children.

## Koala Group – 3-Year Old Group

---



### **Tammy Silber, 3YO Educator - Koala Group**

Tammy has a Diploma of Teaching (Early Childhood) and a Bachelor of Educational Studies from The University of Melbourne. Tammy has extensive knowledge as an Early Childhood Teacher with over 20 years of teaching experience. Tammy's programmes are student-centred, family orientated, inquiry and play based. They include both open-ended and hands-on tasks resulting in student engagement and critical thinking. She believes that a learning environment within the kindergarten and the wider community encompasses creativity, imagination, exploration and well-being, which is important to ensure children develop confidence and learn about their positive strengths and abilities. Such an environment provides for many fun, unique, meaningful and exciting moments, which the children find stimulating and full of rich discovery and learning.



### **Heather Atkinson, Co-Educator – Koala Group**

Heather has been at St Mary's for over 30 years and an important part of St Mary's. She enjoys watching the children grow and blossom with independence. Being local, she is a *familiar* face in the local area as they grow into teenagers. She is a keen gardener and loves visiting the theatre. Heather also helps co-ordinate the aftercare program.



**Karen Reville, Co-Educator – Koala Group**

Karen comes to St Mary's with a great depth of experience. Not only does she have her own children but has been working within Bayside Educational centres for many years. Karen's warm and bubbly personality is contagious and with a passion for art, she works with each child to create something very special. Karen is managing our Aftercare Program.

## Our Educators

---

All of our staff have completed recognised qualifications in the field of Early Childhood education, and are trained in first aid, CPR, Asthma and Anaphylaxis Management.

The Department of Education requires that there must be a ratio of no less than 1 adult to 11 children during session times.

Our educators continually strive to keep up to date and current by attending professional development opportunities throughout the year.



## Pre-School Pets

The pre-school has a pet turtle called Nosey. The children are involved in the care of Nosey and especially love the opportunity to get him (or her!) out of the tank for feeding. The children find great interest in learning more about reptiles and the hibernation of animals while interacting with Nosey.



## Management of the Pre-School


---

St Mary's Pre-School is managed by a voluntary Management Committee made up of parents. It is governed by the St Mary's Constitution as an Incorporated Association under the Department of Education (DoE). A copy of the Constitution is held in the pre-school office. St Mary's is licensed under the Children's Services Act 1996 (Vic).

### The Management Committee

The Management Committee is elected at the Annual General Meeting (AGM) usually held in November or December each year and meets monthly. Nominations for all positions are taken prior to the AGM. All parents are encouraged to attend the AGM and are welcomed to be involved on the Committee. The Management Committee is responsible for the administration and financial management of the pre-school. The Committee employs an Business Manager who organises a significant portion of the day to day operations of the kindergarten, along with all payroll, other administration whilst managing enrolments.

The Management Committee is comprised of the following members:

- President
  - Vice President
  - Secretary
  - Treasurer
- 
- The Executive Committee
- Fundraising Officer
  - IT Officer
  - Marketing Officer
  - Social Officer
  - Class Representatives
  - General Committee members – specified roles as required
  - St Andrews Anglican Church Representative

Meetings are also attended by the Educational Leader, the Business Manager and class representatives for Koala and Penguin groups, as required. Detailed Management Committee position descriptions are found at the end of this handbook.

### Early Learning Association of Australia (ELAA)

ELAA is an umbrella organisation who provide advice on all matters related to the management, regulatory compliance and organisation of pre-schools in Victoria. ELAA has an extensive resource policy folder providing advice on the roles, responsibilities and management of a Pre-School Management Committee. It also details a myriad of other matters related to the general running of a local pre-school including financial management and auditing. ELAA runs pre-school management and parenting seminars, provides information packs and is available for online, telephone or one-to-one advice. ELAA is an essential support for the St Mary's Management Committee.

### Bayside City Council

Bayside City Council supports the local community pre-school network by hosting regular networking meetings and education sessions for Committee members and educators. These sessions aim to educate, assist, support and encourage information sharing about government and council initiatives. The Council also provides parenting education workshops for pre-school networks. St Mary's is part of a central enrolment system run by Bayside City Council.

### Department of Education

DE is the government body that funds and regulates all pre-schools in Victoria. DE funds fifteen hours per week of pre-school education for three and four-year-old's in Victoria. The Federal government implements the National Quality Framework applicable to all pre-schools in Australia.

## Parent Involvement

---

"Parent participation in early childhood education is widely recognised in research as crucial to positive lifelong outcomes for children. Currently, many Victorian parents are engaged in strong and active partnerships with Kinder and other community-based early children's services." DE

**St Mary's is a community pre-school**, we therefore encourage and welcome parent involvement in all aspects of pre-school life. It is a state-wide recommendation that all adults volunteering with children have a current Working With Children's Check (WWCC).

St Mary's Pre-school encourages all parents and guardians to have a current WWCC.

### Classroom help

Children enjoy having Mum, Dad, a family member or a special friend attend their pre-school session as a classroom helper. This can be a rewarding experience for both the adult and your child.

Rosters are placed in the foyer each Term for classroom helpers to attend each session. We encourage parents to sign up for classroom help for at least one session per term. The 3yo Koala program like to settle the children in before commencing classroom helper.

If you have special skills or knowledge, you are welcome to come to a session to demonstrate, talk or conduct an activity. In the past we have had parents play instruments, talk about their workplaces, run sports coaching sessions, or simply talk about their recent holiday destinations.

If you are unable to be a classroom helper perhaps you could arrange a "special person" to join your child.

Toddlers are welcome, but please remember they are your full responsibility.

### Class Representatives

Each Group (Koala and Penguin) has a class representative. The class representative arranges social gatherings for your group, sends reminders of important dates, distributes the class list, and when necessary; communicates with your Group on behalf of the Teachers. Class representatives are invited to attend the Management Committee meetings.

### Social and Fundraising Activities

The pre-school years are often a time for creating new local connections with families who have children of similar ages to your own. These friendships become invaluable over the next few years, for both children and their parents! Parents are highly encouraged to take advantage of the coffee mornings, park plays and social functions arranged by your class reps. From these simple gatherings great friendships are sure to emerge!

The Social Officer on the Management Committee also facilitates social activities for all of the pre-school groups combined. These activities often cater for the whole family and are always FUN!

Throughout the year there will be a number of fundraising activities organised to raise funds for specific items to enhance the pre-school. In the past these have included raffles, cake stalls, sausage sizzles, picture plates and vision portraits. Your participation and support in fundraising events is a vital part of building the pre-school community.

### Working Bees

The Kinder employs a cleaner to do the cleaning each night and a gardener to maintain the garden regularly. Unlike many other kindergartens in the area, we are not a council owned facility we must meet the cost of all building and site maintenance ourselves. We generally conduct four working bees during the year, to attend to playground, garden and equipment maintenance, usually held on weekends. It is appreciated if each family attend at least one working bee for the year.



Other ways to participate:

There are many other ways to get involved in the pre-school community including:-

- Helping with excursions
- Mending/sewing
- Washing smocks, towels
- Collecting boxes, packets and magazines for pasting and collage (check allergies prior)
- Attending working bees
- Being a Management Committee member

**Term Dates 2025**

Term Dates 2025

Term 1                    30<sup>th</sup> January – 4<sup>th</sup> April  
First Day Koalas 3Yo – Thursday 30<sup>th</sup> January  
First Day Penguins 4Yo – Friday 31<sup>st</sup> January

Term 2                    22<sup>nd</sup> April – 4<sup>th</sup> July

Term 3                    21<sup>st</sup> July – 19<sup>th</sup> September

Term 4                    6<sup>th</sup> October – 19<sup>th</sup> December

Public Holiday Closure Days 2025

Labour Day	10 <sup>th</sup> March
Anzac Day	25 <sup>th</sup> April
Monarch's Birthday	9 <sup>th</sup> June
Grand Final	Likely 26 <sup>th</sup> September
Melbourne Cup Day	4 <sup>th</sup> November



# 3YO Pre-School – Koala Group



## 3YO Pre-School – 15 hours per week

Group	Session Days	Start Time	Finish Time	Total Hours
Koala Group	Tuesday	8:30am	4.00pm	7.5 hours
	Thursday	8.30am	4.00pm	7.5 hours

### **Koala Group Educators**

Teacher: Tammy Silber

Co-Educator: Karen Revill and Heather Atkinson

### 3YO Fees

---

**St Mary's Pre School has opted in to Free Kinder in 2025.**

**There will be no term fees, but we will be asking for a donation in 2025 to meet the shortfall of funds to the kindergarten, ensuring a quality program can continue to be provided to your child.**

Excursion/service event charge: At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made. For example, this may include the cost of transportation and entry to any venue.

Please note – Children not collected promptly after the conclusion of their will be subject to late collection fees. Currently the fee is \$15 per fifteen minutes



The St Mary's 3 year old pre-school programs is supported by the State Government of Victoria.

### **Koala Group- Three- Year-Old- Pre-school**

---

The Victorian Government has made a commitment to deliver 15 hours of free universal three -year-old kindergarten.

High quality preschool programs are a proven strategy for strengthening the cognitive, language, social and emotional development of young children. Research shows that two years has more impact than one year.

"The best way to learn how to become a competent four-year old is to embrace the joys and wonders of being a three-year -old.

We shouldn't be tempted to rush children through any parts of childhood as it will not improve outcomes."

Dr Anne Kennedy

## Eligibility

---

Children who will attain the age of three years of age by **30<sup>th</sup> April** will be eligible to attend **3YO pre-school**. Children must have turned 3 before they can commence attending the kindergarten. Please refer to the Enrolment Policy in the St Mary's Pre-school Policy Manual for other criteria.

## 3YO Pre-School Objectives

---

We aim for all children to:

- Achieve a sense of belonging
- To develop positive self-esteem and experience success
- To understand and acknowledge their emotions and express them appropriately
- Establish trusting relationships with other children and educators
  - To develop independence and initiative
  - To engage in open-ended discovery and problem solving
  - To develop communication skills
  - To resolve conflict appropriately
- To explore different ways of being creative and expressive
- Become enthusiastic and confident learners in their play environment
  - To be resilient
  - To have control over their bodies, both large motor skills and fine manipulative skills
- To have fun!

Children learn about themselves and their world through hands-on exploration - touching, examining, testing and imagining. Sensory experiences are therefore very important in promoting active thinking & problem-solving skills which; facilitate later academic learning.

In the 3YO program, we prepare a safe and stimulating play environment where children can develop their skills through:

- Motor activities (e.g. climbing, running, balancing, ball play, painting, drawing)
- Language based activities (e.g. show and tell, story time, talk time, singing)
- Creative activities (e.g. dance, art, music, dramatic play)
- Maths/Science (e.g. sand and water play, jigsaw puzzles, construction)

Repetition in the program is important because it gives the children the opportunity to explore, practice and perfect skills learnt. Self-esteem is increased as the children develop competence and confidence in their own abilities. We are responsive to each child's interests and achievements, and we enable each child to learn and develop at their own pace.

The 3YO program also provides opportunities for socialisation. Children of this age show increasing interest in playing with others. At first this will be parallel play (side by side) but will then develop into co-operative play with others. We help the children with sharing, turn taking and coping with conflict if and when it occurs. Friendships are established throughout the year & we encourage all children to play positively together

Most of all, **pre-school is fun** and we hope to make it a positive experience for you and your child



# 4YO Pre-School – Penguin Group



## 4YO Pre-School - 15 hours per week

Group	Session Days	Start Time	Finish Time	Total Time
Penguin	Wednesday	8:30am	4:00pm	7.5 hours
	Friday	8:30am	4:00pm	7.5 hours

## Penguin Group Educators

Teacher: Emma Rowe

Co-Educator: Robyn Greenhalgh and Lisa Amiet and Annie Xu

## 4YO Fees

---

St Mary's Pre School has opted in to Free Kinder

**There will be no term fees, but we will be asking for a donation to meet the shortfall of funds to the kindergarten, ensuring a quality program can continue to be provided to your child.**

Excursion/service event charge: At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made. For example, this may include the cost of transportation and entry to any venue.

Please note – Children not collected promptly after the conclusion of their will be subject to late collection fees. Currently the fee is \$15 per fifteen minutes



The St Mary's 4 year old pre-school programs is supported by the State Government of Victoria.

## Eligibility

---

Children who have turned four years of age by **30<sup>th</sup> April 2024** will be eligible to attend pre-school. Please refer to enrolment policy of the St Mary's Policy Manual for other criteria.

If you are uncertain if your child is ready for the four year old government funded pre-school program, please discuss this with our Educators. There is no guarantee of obtaining funding for a second year of 4YO pre-school, and therefore if your child is not yet ready for 4YO pre-school, you may wish to instead enrol in the 3yo program.

## 4YO Pre-School Objectives

---

**A year of Fun, Laughter, Friendship and Learning.**



Our educators take great pride in creating a learning environment that not only reflects your child's interests and developmental needs, but an environment that provides countless opportunities to learn through play. It is when children play that they are truly beginning to learn. When children are interested and curious about something they are more likely to investigate, explore, and engage with their environment, learning about themselves, their relationships with others and the world around them.

With this in mind, our educators use the outcomes of the Early Years Learning Framework (EYLF) to guide their practice and programming. Enabling the children:

- To have a strong sense of identity
- To be connected with and contribute to their world
- Have a strong sense of wellbeing
- To be confident and involved learners
- To be effective communicators

More specifically the Teachers plan learning experiences that enable children to:

- feel secure to learn and develop at their own pace.
- develop friendships with their peers, and positive relationships with adults.
- express their creativity through art, music, and movement.
- develop physical skills through our sports programme with 'Sporty Heather'.
- to learn about the world in which they live, through our onsite 'Bush kinder' and 'Out and About' programs.
- develop Independent critical thinking and problem solving skills through STEM challenges, numeracy, science, discovery and play.
- develop a love of literacy, through story-telling, drama and reading.
- develop communication skills through conversation, discussions and Show & Tell.
- work collaboratively, sharing ideas and listening to suggestions.
- have a voice within the program and decision making
- to develop skills in emotional regulation, and resilience.
- be aware of and express appropriately their own needs, feelings and ideas and to recognise these rights in other children
- understand healthy living; rest, good nutrition and active play.
- Learn about the first people of Australia, and the history of our land.

## St Mary's Pre-school Additional Day Program



In 2025, St Mary's Pre-school will offer an unfunded Additional Day Program operating on **Monday**, from **8.30am to 4.00pm** each week during school terms.

St Mary's Pre-school additional day program operates as an extension of the 3Yo and 4Yo program, but does not form part of the funded program. The service endeavours to reflect children's interests and ensure that they are in a relaxed environment.

### **Enrolment**

All children must be enrolled into the Additional Day program

### **Fees**

Parents/guardians are required to pay an *application fee* of \$150 as part of the enrolment process. If the application is successful the child will be booked in to all four terms.

The session times are subject to change and sessions are offered dependent on minimum enrolment numbers. The application fee will be returned should the session not go ahead or if it is over subscribed.

### **Pick-up/Drop-off**

Pick up and drop off is 8.30am – 4.00pm.

Please note – Children collected after 4pm will be subject to late collection fees. Currently the fee is \$15 per fifteen minutes.

### **Policies**

St Mary's current pre-school policies will apply to the additional day program.

A copy of the policies can be requested or viewed from the policy folder located in the foyer.

Emergency Plan - As per St Mary's Pre-school Emergency Plan & Policy

### **Priority/Wait List**

Children enrolled in the funded 4Yo program will be given priority into this additional day program. All sessions are committed to on an annual basis.

### **Fees**

St Mary's Pre-school additional day program operates on a not-for profit basis and does not receive any government funding. Fees are set to cover the complete cost of the service.

Invoices will be issued upon initial enrolment in the additional day program and are required to be paid each term, in advance. Please refer to the attached Statement of fees for more information.

### **St Mary's Additional Day Fee schedule 2025**

- Application fee - \$150 (payable on application and no-refundable)
- Fees are charged and billed per term. The term fee is \$850.

### **Payment of fees**

Invoices will be issued 14 days prior to the due date and issued in the last week of term (for payment of the subsequent term).



# What you need to know

## Settling in

---

Starting pre-school is a big step, both for a child and for their parents.

Children need a lot of energy to get the most out of the pre-school program.

Most children are happy to come to St Mary's and stay on their own, but for some this is not easy. Children enter a new environment, with unfamiliar adults, routines and other children. Naturally, children can be hesitant and your presence is important. Your positive and confident attitude will assist your child.

## Separation

- If you feel your child will be upset, please discuss with the teacher to determine the best method of separation
- Make drop off a clear routine. After saying good-bye it is best to go straight outside where your child cannot see or hear you
- Always say goodbye! Don't sneak away.
- Staff will always ring you, and keep you informed as to how your child has settled.

## Aim To Be On Time

- A child who frequently arrives late may have difficulty feeling a sense of belonging
- At the end of a session a child may feel anxious or become upset if their parent is late. Please let us know if you are going to be late.

## Encourage Independence

- Children should be encouraged to become more independent. Encourage your child to carry their own bag, put their drink bottle in the allocated place, wash their hands and join their friends on the mat.

## What to Wear

---

- Many of the activities that the children participate in are messy so please don't dress your child in their best clothes for pre-school.
- Please pack a spare change of clothes and a water proof bag in your child's backpack in case of accidents or if they get too wet while playing with water.
- Clothes that your child can comfortably and safely wear whilst climbing and jumping are appropriate.
- To support your child in independently going to the toilet, please dress them in clothes that they are able to manage themselves. Clothes that can be easily undone and done up.
- Closed toe shoes are necessary and please note: thongs are not suitable. Shoes that children are able to climb, run and jump in are preferable.
- A St Mary's sunhat is to be worn at all times during outdoor play in Term 1 until 30<sup>th</sup> April, and from September 1<sup>st</sup> until the end of the year. Please supply a hat that your child will wear that is either wide breasted or legionnaire style. This hat must stay at Kinder for the year. Alternatively, you can purchase a St Mary's hat from <https://eduthreads.com.au/collections/st-marys-pre-school>
- Please apply sunscreen to your child before they arrive at pre-school.
- A coat and hat should be brought during winter for outdoor play.
- Please ensure all clothing is clearly labelled.
- St Mary's polo shirts and jumpers are available for purchase, you can purchase these through <https://eduthreads.com.au/collections/st-marys-pre-school>

## Toileting Policy

---

We encourage all children to be independent in their toileting whilst at pre-school. We understand that on occasion children need additional support in this area of development. The Educators are happy to speak with parents who would like to discuss this further.

- Staff will remind children about going to the toilet regularly, and teach them personal hygiene practices.
- To support your child in independently going to the toilet, please dress them in clothes that they are able to manage themselves. Clothes that can be easily undone and done up.
- We recognise that children will have the occasional accident, and encourage parents always to have a spare set of clothes in your child's bag. Children always prefer to change into their own clothes although we do have spares if needed.
- **If your child requires a nappy, we ask that your child wears a pull up and that you discuss this with staff before they commence kindergarten.**

## Delivery and Collection

---

All children must enter and exit through the main entrance.

The parent/carer responsible for the child must sign the attendance book on arrival. This is a legal requirement of the pre-school. The parent/carer must also indicate in the attendance book the name of the person who is collecting the child.

Only people authorised **in writing** on your child's Enrolment Forms will be allowed to collect your child from the session. You are encouraged to update these forms regularly throughout the year. If someone other than an authorised person is to collect your child on a particular day, you must fill in the one-off authorisation form located near the attendance book and give this to the Teacher. If a last minute change is required, please call the pre-school to advise staff.

The children will be greeted by a staff member and encouraged to put their belongings in their locker before washing their hands and joining the group.

**Punctuality is important;** a child who frequently arrives after the beginning of the session may have difficulty feeling a sense of belonging to the group. They may also miss out on valuable play experiences.

At the end of the session, parents must sign the attendance book that they have collected their child. A staff member will remain on the mat with the children and another will greet parents at the door and ensure children are accompanied by their parent / guardian as they exit.

If you are running late (which we understand is sometime un-avoidable), please contact us as soon as possible. Lateness on more than two occasions may result in late collection fees.

Please ensure that the pre-school gate closes behind you when you enter and leave the pre-school. No child should be allowed to leave the pre-school without their carer.

### Visitors

If you attend the pre-school at any time other than for a drop off or pickup e.g. when you are a classroom helper, you must sign in and out of the visitors attendance register located in the foyer.

Siblings are welcome at the pre-school, but must be supervised by a parent or the authorised nominated person at all times. They cannot be left in the playground whilst the parent is on duty inside the building or vice versa.

### Working with Children check

It is a state-wide recommendation that all adults volunteering with children are encouraged to have a current Working With Children's Check (WWCC).

If you intend on coming into St Mary's kindergarten to be a helper or want to join the children on an 'out and about' activity like the park or farm we urge you to complete your WWCC.



## If your child is unwell

---

The best place for a sick child is at home. We ask that you respect this in order to protect the health of other families and staff.

Please call the pre-school to notify your teacher that your child will be absent.

If your child has an infectious disease, please notify the pre-school and adhere to the correct exclusion period. Common infectious diseases are Head Lice, Gastro, Hand, foot and mouth and Diarrhoea. A list of infectious diseases, and the exclusion times is displayed in the foyer.

Your child should **NOT** come to pre-school if he/she:-

- has a temperature 38 degrees or above
- is suffering from vomiting or diarrhoea in the past 24 hours
- has an unaccounted for rash
- is excessively tired
- has had a fever within the past 24 hours
- is suffering from a contagious condition
- has head lice – cannot return to pre-school until they have been treated by an approved treatment
- has a yellow or green runny nose

The pre-school will notify all families that a child (no name will be disclosed) has been diagnosed with an infectious disease and information pertaining to this disease will be placed on display.

## Excursions and Incursions

---

Both our 3-year old and 4-year old programs benefit from a variety of incursions and excursions throughout the year.

The choice of Incursions and excursions are led by the children's interests, as well as opportunities that arise. This does mean that the four-year old programs at times can experience different opportunities.

As many children attend St Mary's over two years we ensure that the children's experiences vary over this time.

Some examples of experiences from previous years are:-

- Hey Dee Ho music program
  - Wild Action – wildlife and reptile talk
  - Animal farm
  - Drama Toolbox
  - Weekly sports lessons
  - Responsible Pet program
  - Mad Science
  - Holly the bee lady
  - African Drumming or cultural experience
  - Museum outreach program
  - Visit to Sandringham Hospital
  - Local school visits
  - Local 'Out and About' walking sessions
  - St Andrew's story time.
- 
- Generally, one major excursion is offered later in term four in the past children have visited the; Zoo, Aquarium, Ricketts point sanctuary, Chesterfield Farm or the Museum. Under a Free Kinder arrangement, you will be invoiced for the cost of this excursion.



Children may go out on regular walking outings under the 'Out and About' program. These regular outings allow the children to explore their local community and extend their educational program. St Mary's Pre-School has chosen four locations (Dendy Park, Lucas St Park, St Finbar's Primary School and Hampton Street Dendy Village) based on the valued learning opportunities that can be achieved. All areas have been thoroughly assessed for risk and a detailed copy of the risk assessment is available at the pre-school.

## Relationship with St Andrew's Church

---

St Mary's is closely affiliated with St Andrews's parish and from time to time pre-school families may be invited to attend events at St Andrews, and parish representatives may attend events at pre-school. Children may go on excursions to St Andrew's Church in Brighton, to do activities such as Mainly Music (group music sessions) or to perform in the St Andrew's Christmas Concert.

Representatives from St Andrew's Church may run story and singing times with the children. These sessions focus on themes such as love, kindness and Christian values. In addition to the regular sessions, the Vicar of St Andrews will often visit at Easter and Christmas.

Parents are welcome to discuss the content of these sessions with the Educators or Representatives from St Andrew's Church.

## Photography

---

Teachers will regularly take photos of your children as a record of their learning. In addition, from time to time photographs of your children may be used in newsletters, on pre-school publications or the pre-school website, private online learning platforms and/or social media. There is a place in the Enrolment Form to indicate your consent to this.

Please ensure when taking photos at events, your child is participating in, that you only take photos of your own child. Should you wish to use these photos on social media, please ensure that no other children are in the photographs. At St Mary's we take our commitment to child safety seriously and the sharing of images unauthorized is not permitted.

A professional photographer will visit the pre-school during the year to take individual and group photos of the children. There is no obligation to purchase these photos and you will be notified when the date has been arranged for the visit.

### **St Mary's Commitment to Child Safety:**

**St Mary's Pre-School is committed to the care, safety and wellbeing of all children. We support and respect all children and uphold their rights to feel and be safe at all times.**

## Birthdays

---

Birthdays are special times in young children's lives and all children love to celebrate their birthdays at pre-school.

Due to a variety of reasons including children's allergies; our healthy eating policy; cultural beliefs; and parent wishes. We are asking that parents **DO NOT** bring in birthday cakes to celebrate. **Please discuss with your child's teacher how to best celebrate your child's birthday.**

Each group will have their own way of making your child's birthday special. Parents are welcome to come and join their child celebrate their birthday at pre-school.

We ask for discretion when giving out party invites, especially if not all children are invited. Invitations can be placed in the communication files in the foyer.

## Communication

---

**Communication files** are located in the foyer, labelled with each child's name. These files are used for notices from staff, fundraising notices and other publications. You are also welcome to use these for placing party invitations and notes to other parents as required.

Each group has a **noticeboard** in the foyer. Please take the time to read this information. Displayed on the notice board will be an outline of the program, a parent help roster, calendar and any other relevant information pertaining to your child's group.

**Individual feedback** about your child's learning and progress will be given through informal discussions with staff, parent teacher interviews, and a portfolio documenting your child's progress. You are welcome to discuss any issue relating to your child's pre-school experience with your child's Teacher. This can be done after the session, or by arranging a time that suits.

There are many formal and informal opportunities to provide feedback to staff or the Management Committee during the year. If you have a **suggestion, concern or complaint**, please approach the relevant staff member directly, or if necessary, the Educational Leader (Emma Rowe), or President. There is a communication box in the foyer for submitting such correspondence.

A **Parent Survey** is conducted each year to gather feedback about every aspect of the pre-school experience. The results of this survey are really important for the staff and committee to continually be working towards creating an even better pre-school experience for you and your child.

A **WhatsApp Class Group** is often created by the class rep as a way of parents to communicate with each other at the beginning of the year.

At St Mary's we will also be using the **KinderLoop** APP. **We will use this app in an unlikely case of an emergency.** Additionally, it is also a method for us to communicate things happening in the Kinder Community and Teachers will use this to inform parents of any spontaneous 'out and about' activities.

**NOTE:** It is important that all families download the Kinderloop app and register to St Mary's Pre-school's account which will enable you to receive direct messaging from the kindergarten. We feel that it is important for both parents and also carers to have this app connected so that in the unlikely event of an emergency we can make immediate contact with families.



## Food and Nutrition

---

St Mary's Pre-School is committed to promoting healthy foods and eating habits that ensure healthy growth and development in children. We provide a pleasant and attractive place for meal and fruit times that are inclusive, culturally appropriate and sensitive to special occasions. Our staff ensure that lunch and fruit times are an opportunity for social learning and positive interaction, with staff sitting with children to act as role models.

Our pre-school has a no junk food policy that will not allow chips, lollies, chocolate or drinks other than water to be consumed at pre-school.

We aim to reduce the amount of non-recyclable waste in the children's lunch boxes, so please do not use plastic wrap where possible and we encourage the use of reusable food storage containers, or paper packaging. We have a worm farm for many of the food scraps.

Please ensure that your child has a water bottle, and both their lunch box and water bottle are clearly named.

### **Eating times:**

We encourage children to be independent at all times, please ensure that they are able to manage their lunch box and containers.

### **Morning and/or Afternoon tea:**

- A healthy snack can be provided for morning and/or afternoon tea. Suggestions include; fruit; cheese and biscuits; dried fruit; or yoghurt.
- At the beginning of the year while children are getting used to managing their lunch box, it is a good idea to let them know which food is to be eaten when.

### **Lunch time**

Parents are asked to provide their child with a nutritious lunch, of a size that suits your child's appetite.

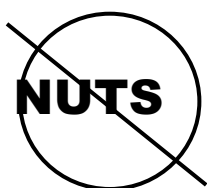
Some healthy food suggestions for lunch include: -

- Wholemeal or multigrain sandwich – no peanut butter or nut spread
- Pasta, rice or beans
- Sushi, pita wraps containing vegetable, salad and lean meats
- Vegetables and/or fruit examples – watermelon, olives, avocado, grapes, cucumber
- Yoghurt and cheese
- Wholemeal or multigrain dry biscuits, crispbreads, rice cakes with spreads or vegetable dips

In most cases food is stored in your child's lunch box for several hours, so the lunch box needs to be kept cool. Choose an insulated lunch box or one with a freezer pack, or include a wrapped frozen water bottle to keep the lunch box cool. Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within about four hours of preparation. Don't pack these foods if just cooked. First cool in the refrigerator overnight. If you include left-over meals such as meats, pasta and rice dishes, ensure you pack a frozen ice block into the lunch box.

### **Cooking**

Children will be involved in cooking activities throughout the year as part of the planned program. Children's allergies and dietary restrictions will be taken into consideration when planning for these experiences. Parents will be consulted.



We are a **NUT INTOLERANT PRE-SCHOOL**. There may be children in the group with severe allergies. Therefore do not bring nuts or foods that may include nuts, such as peanut butter, Nutella, some muesli bars, etc. A flyer will be sent to all families at the start of the year to notify of children in the group with such allergies.



## The Daily Routine

---

Each pre-school session will have a number of consistent elements, as well as a variety of activities designed to constantly provide an engaging learning environment for the children.

Each day is likely to include a number of the following activities/routines:

### Arrival at Preschool:

- A friendly greeting from educators on arrival
- Children learn to unpack their own bags, place their lunchbox and drink bottles on the shelf, wash their hands and join their group.
- The 4YO groups will also self-register their attendance

### Washing hands

- Children will be taught correct hygiene techniques and will wash their hands at the start of the pre-school session, after toileting, before eating, and after playing outdoors.

### Indoor activities

- Each group will spend a part of their session indoors, where children have the opportunity to make their own choices from a variety of learning experiences. Some of these experiences may include; role playing in the home corner; creating with blocks; solving puzzles, performing on stage; making music; being creative at the making table; drawing and painting; or cognitive activities.
- The educators will guide, scaffold and support the children's learning through open-ended questions, problem solving and inquiry.

### Group time

We value the intentional learning opportunities created by joining together as a group, both large and small. Opportunities to:

- Share experiences and things that are important to us
- Sing and dance
- Review the day's activities
- Read Stories
- Brainstorm ideas
- Learn about the world around us
- And so much more.

### Outdoor activities

We are very fortunate to now have two outdoor play areas to choose from. The children spend part of their session outdoors all year round.

- Our front garden allows the children to learn through nature, our very own 'bush kinder' experience, inclusive of our vegetable garden.
- Our main playground encourages children to climb, jump, swing, run, play games, with its open spaces, and moveable equipment. The pirate ship and sand pit allowing for creative and imaginative play.

### Packing up

- Children are expected to assist the group in cleaning up the materials used during indoor and outdoor activity times. Depending on the activities in the room, some children will be given a task to help guide them during this process
- At the end of the sessions children are asked to pack their own bags with their belongings and collect the artwork they wish to take home

### Morning/Afternoon Tea

Children wash and dry hands before going to get their snack from their bags

- The children learn to manage their lunch boxes, knowing what to eat and when

### Lunch

- Children bring their own lunch, served in a family-like setting with children and teachers eating together
- Children are required to set the table or eat on picnic rugs in the garden.
- Children are required to clean their own placemats and put them away, and pack up their lunch boxes and return them to their bags.

### Relaxation times

Teaching the children the importance of learning to relax, and to look after their own wellbeing is an important part of our daily programs (especially in the longer sessions).

- If children are tired, there are areas both indoors and out where they can rest or even sleep if they need to.
- Group times often involve stories, listening to music or relaxation techniques that allow children to have a restful moment.

### Special Routines:

- All children work together to make our pre-school more sustainable; tending to our vegetable patch; being conscious of how much water we are using; saving our food scraps for our worm farm; re-using and recycling as much as we can.
- The groups enjoy the opportunity to borrow books from our lending library, further developing a love of reading.
- The children participate in weekly sports sessions. Developing gross motor skills and enjoying physical play outdoors.



## Management of Children's Behaviour

---

The pre-school children together determine their own rules of acceptable behaviours. The children participate in this process so they develop understanding and ownership of the rules. Staff will provide ongoing positive reinforcement and encouragement for acceptable behaviours.

In the past our children have come up with pre-school rules including:-

- We are nice to each other
- We tidy up after ourselves
- We listen to our friends
- We look after our own belongings and those that belong to kinder
- We walk inside, running feet are for outdoors
- We sit down while we eat

### Management strategies

When behaviour is inappropriate, or breaks the rules set by the group, staff will engage the following strategies:-

- Supporting discussion and resolution with the child/ren involved
- Reminding children of appropriate behaviours
- Calming activities
- Re direction to another activity

We teach all children at St Mary's Pre-School to use their words if someone is doing something that they don't like. We teach children to say "stop I don't like it" as a management tool for children to use amongst themselves. We do try to let children work through their own issues without the need for staff intervention as much as possible. When staff do get involved we listen to both sides equally and work through a solution with those children involved. Everyone is involved in this conflict resolution process.

Staff at St Mary's Pre-School have an open communication policy with families. Staff will ensure that families are informed of any behavioural issue involving their child; that occurs during their session. We will ask the parent/guardian to make some time to talk about their child and the particular incident.



# St Mary's Pre-School Policies

Policies relating to the operation of St Mary's Pre-School are kept in the Policy Folder in the foyer and online on our website. Parents are welcome to read them at any time or ask for a copy to take home.

## Enrolment Policy

---

Enrolments are managed by the Bayside City Council central enrolment scheme. The enrolment period is generally from 1<sup>st</sup> April to 30<sup>th</sup> April in the year before the child is attending pre-school. This is an online process accessed from: [www.bayside.vic.gov.au](http://www.bayside.vic.gov.au).

Offers are sent from the Council in June for first round offers. Once these are complete, the late applications are processed and a waiting list is held with council. Parents are offered a choice of groups subject to the teachers requirements which may take into account matters such as gender balance, group size, which school the child will be attending and parent's requests.

Children who will attain the age of three years of age by **30<sup>th</sup> April** will be eligible to attend **3YO pre-school**. Children must have turned 3 before they can commence attending the kindergarten. Please refer to the Enrolment Policy in the St Mary's Pre-school Policy Manual for other criteria.

Children who have turned four years of age by **30<sup>th</sup> April** in the year they will attend pre-school will be eligible for **4YO pre-school**. Please refer to the Enrolment Policy in the St Mary's Pre-school Policy Manual for other criteria.



## Fees Policy

---

**St Mary's Pre-School has opted into Free Kinder in 2025. Therefore, standard term fees will not apply, however, St Mary's Pre-School will be asking for donations to supplement the free kinder initiative, to ensure a quality program can be delivered to all families.**

Any Fees Invoiced to families will be issued 14 days prior to the due date and issued sometime between the last week of term or the start of the new term and must be paid by the date indicated on the invoice. It is your responsibility to communicate to the pre-school if there is any change in the email address, or you do not receive your invoice.

If you are experiencing financial hardship, please contact the Business Manager to discuss a payment plan. The email address is: [admin@stmaryspreschool.com.au](mailto:admin@stmaryspreschool.com.au)  
Fees are paid via direct deposit.



If fees are not received on time, a reminder will be sent. If fees are not paid within 14 days of their due date, late payment fees may be added. If fees continue to be unpaid this may lead to withdrawal of your child's place, limitations on future enrolments and debt recovery. Full details of this process are in the Fees Policy available in the Policy Folder in the foyer.

Concession and Health Care Card holders may be eligible for a Kindergarten Fee Subsidy. A copy of a current HCC must be provided in your enrolment form, or to the Business Manager.



---

## Privacy

The staff and committee of St Mary's Pre-School are committed to maintaining the privacy of all families attending the pre-school.

Confidential individual records on each child's overall development are updated throughout the year, and stored securely. Please refer to our Privacy and Confidentiality policy in our pre-school foyer.

---

## Sun Smart Policy

Please ensure that sunscreen has been applied to your child before they arrive at pre-school. Staff will reapply sunscreen during longer sessions. SPF30 sunscreen is available in the foyer if needed. If your child has an allergy to the sunscreen provided at the pre-school, please let the staff know, and provide a suitable named replacement.

From the beginning of Term 1 up until April 30<sup>th</sup> and then again from September 1<sup>st</sup> until the end of year, your child will be required to wear a hat. Please provide a named hat that provides adequate protection i.e. a wide brim or legionnaire style hat. If you wish to purchase a hat, you can do so from <https://eduthreads.com.au/collections/st-marys-pre-school>

We ask that children wear clothes that will protect them from the sun, that dresses and tee-shirts cover the shoulders, and the back of the neck.

## Immunisation

---

'No Jab No Play' legislation came into effect on 1 January 2016 and revised in 2018. This legislation requires children to be fully vaccinated before they can commence at early childhood education and care services (excluding outside school hours care).

Only children who cannot be vaccinated for medical reasons are able to be exempt from No Jab No Play. A GP or other medical doctor determines this. A 'Conscientious objection' is not an exemption.

Your child's immunisation history statement from the Australian Immunisation Registry must be provided before they commence pre-school. St Mary's Pre-School will require this information in the event of a medical emergency to provide to any treating physician or paramedic.

## Incident, Accident and Trauma

---

All staff are trained in first aid, and will administer this if required.

If your child has a minor accident at pre-school, you will be notified at pick up time and asked to sign the accident book.

If your child receives an injury to the head whilst attending pre-school, staff will notify you soon after to advise you of the incident regardless of the severity. First aid will be applied, and your child's condition will be monitored.

If you do take your child to the doctor or hospital after an incident at pre-school, please notify your teacher.

In the case of a serious accident, the staff will attempt to contact the parent/guardian immediately. If emergency treatment is required, an ambulance or other appropriate transport will be arranged without delay. It is a STATUTORY REQUIREMENT that all parents sign the authority for staff to seek medical treatment at a hospital or to call a doctor and/or ambulance so that emergency treatment may be commenced. This declaration is included in your Enrolment Form.

## Asthma, Anaphylaxis and Medications

St Mary's has specific policies and procedures that must be followed if your child has asthma, anaphylaxis or requires medication to be administered during the pre-school session. If your child has these conditions we encourage you to read the relevant full policy documents, which are available in the foyer.

All our staff have up to date first aid, CPR, anaphylactic and asthma training as required by DE.

An Action Plan is required if your child has been diagnosed with **asthma**. It must be completed with a photo of the child for staff and parents on duty to clearly identify your child and know their specific needs. This action plan needs to be signed off by your family doctor and appropriate medication must be handed directly to a staff member and written in the medication book.

An Action Plan is required if your child suffers from severe **allergic** reactions and has been diagnosed as being **anaphylactic**. It must be completed with a photo of the child for staff and parents on duty to clearly identify your child and know their specific needs. Any necessary medication must be clearly labelled with the child's name, entered into the medication book and handed directly to staff. A risk assessment will be documented in collaboration with parents/guardian to minimise the risk during your time at the pre-school. The risk assessment will be displayed at the pre-school and all staff will be made aware of its contents and strict guidelines.

There are strict regulations around the **administration of medication** for your child whilst attending pre-school. We can only administer medication that is prescribed by a medical practitioner. It must be in the original container with the original prescription label, with the name of your child. The



medication must still be within the expiry date. Parents/ or guardians will be asked to record the medication in our medication book. Information recorded will include the dose required, and the time the last dose was administered. All medications will be stored appropriately.

## Emergency Management

St Mary's Pre-School has an emergency management plan in place. A copy the Evacuation Plan is displayed in the foyer as well as various places throughout the pre-school. Staff and children practice these evacuations regularly through-out the year.

Our evacuation practise includes onsite, offsite and lockdown procedures. Our staff will keep you informed when these are about to happen, so that you can talk through them with your child if required.

Our offsite assembly points are Brighton Secondary College, or the Bayside Toy Library. Please note in an unlikely case of an Emergency we will contact you via Kinderloop so please be sure to download and connect to this app.



# St Mary's Pre-School Code of Conduct

The Management Committee of St Mary's Pre-School has a legal responsibility to provide a duty of care for all children and staff, and that St Mary's Pre-School is a place of learning for young children and therefore the rights of the child will be considered first and foremost.

St Mary's Pre School Centre:

- respects the rights of the child and values diversity
- values the contribution of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability
- has zero tolerance of discrimination
- maintains a duty of care towards all children at the service
- is committed to the safety and wellbeing of all staff and the members of our service's community
- is committed to supporting staff to act cohesively and ethically as a team and provide an environment that is conducive to children's learning and development
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages relationships that are based on the principles of mutual respect, equity and fairness.
- encourages both adults and children to identify and raise concerns through the appropriate channels to maintain a culture of reporting and pro-actively responding to concerns
- encourages volunteers, students, parents/guardians and visitors to support and participate in the program and activities of the service.

## Respect

At St Mary's Pre-School we embed the need to respect ourselves, each other, and our environment with the children on a daily basis. Our program aims to guide the children to care for their belongings and those of the pre-school as part of the daily routines.

Parents/guardians and all those authorised to collect your child must abide by the Code of Conduct as outlined on the following page at all times. There is a place in the Enrolment Form to indicate your acceptance of this Code of Conduct.

*A full copy of the Code of Conduct Policy is available for viewing in the Policy Folder in the foyer or on our website.*

## **St Mary's Commitment to Child Safety:**

***St Mary's Pre-School is committed to the care, safety and wellbeing of all children. We support and respect all children and uphold their rights to feel and be safe at all times.***



### In all situations

- Use courteous, respectful, encouraging and accepting verbal and non-verbal language
- Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language
- Respect the rights of others as individuals
- Give encouraging and constructive feedback rather than negative criticism
- Accept staff decisions and follow their directions at all times. Speak with the staff member if you have a problem complying with any directions
- Be aware of routines and guidelines for children's play within the pre-school, abide by them and seek advice when unsure
- Be aware of emergency evacuation procedures

### Children's Rights

- We all have the right to learn and play in a safe, supportive environment

### Staff Rights

- We all have the right to teach in a friendly, cooperative, supportive environment

### Children's Responsibilities

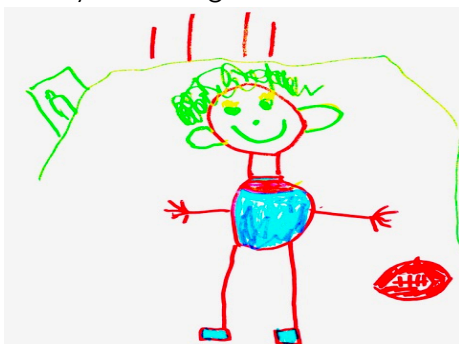
- To listen
- To try our best
- To be polite to others
- To make time for other
- To share equipment
- To help everyone to feel a sense of belonging
- To try to work out problems in a fair way
- To accept difference
- To have a go

### Staff Responsibilities

- To help
- To encourage
- To be honest
- To look after each other
- To be kind
- To be understanding
- To be respectful
- To play safely
- To ask for help

### In practice children will:-

- Have role models
- Take risks
- Be relaxed, feel respected and happy at pre-school
- Be able to express feelings, wants and needs
- Respect others
- Take responsibility for own actions and own belongings
- Be proud of own efforts
- Always have a go



### In practice staff will:-

- Model appropriate behaviour
- Provide opportunities for children to take risks
- Be positive
- Value and recognise difference
- Provide opportunities for problem solving
- Provide lots of opportunities to communicate and ask questions
- Help children to articulate their feelings
- Be fair and patient
- To get down to their level
- Let children have a voice
- Be consistent in managing behaviour
- Respect everyone
- Build resilience and confidence
- Provide encouragement

# Management Committee Detailed Position Descriptions

St. Mary's Pre-School is run by a voluntary Management Committee made up of parents. There are many very good reasons to join the Committee:-

- You will have the opportunity to contribute in an effective way to making the pre-school year a positive experience that enhances the development of all the children involved, including your child
- It will help the pre-school to keep operating. The Committee is responsible for managing the pre-school . Whilst the Business Manager will be responsible for the main operational functions of the kinder (i.e. appointing and supporting staff, developing policies and procedures, developing budgets, fundraising, maintaining records and keeping up to date with legislative and ethical requirements) you as a committee will have a voice in helping shape the future of the kindergarten.
- You will have more of an understanding of what happens during your child's time at pre-school
- A sense of "belonging" contributes to positive pre-school years for your child
- You will be able to get to know other parents and this can help your child in forming friendships too – you will feel more comfortable in encouraging play with friends at your home or others when you know other parents better
- Decisions made by the Committee alongside the Business Manager will directly affect the quality of care and education your child experiences at the pre-school
- It's fun and establishes a strong sense of community amongst the pre-school families

## POSITION DESCRIPTIONS: -

### PRESIDENT

- Convenes and chairs monthly Committee meetings and determines the agenda of the meetings
- Has signing authority for the centre's banking
- Keeps abreast of activities undertaken by the various people within the centre, e.g. Fundraising, Maintenance, Enrolments, Secretary, Treasurer and reports where necessary in writing or verbally
- Advises Committee members regarding various decisions necessary for the proper functioning of the centre
- Does the yearly budget for the centre in conjunction with the Treasurer and Educational Leader

### VICE PRESIDENT

- Works closely with the President
- Attends the monthly Committee meetings
- Fills in for the President when he/she is unavailable, i.e. chairs meetings if necessary
- Shares representing responsibilities from decisions made by the Committee

### SECRETARY

- Attends the monthly Committee meetings and takes minutes with action items noted
- Distributes minutes to members within one week of the meeting
- Types the agenda prior to the meeting and distributes it seven days prior to the next scheduled meeting
- Co-ordinates preparation of papers for Annual General Meeting (AGM)

## **TREASURER**

- Attends the monthly Management Committee meetings
- Preparation of the annual budget
- Works closely with the Admin Officer
- Has authority and access for the centre's banking
- Approves payment of all invoices, maintains records of all transactions
- Monitoring of actual results against the budget on a monthly basis
- Presents the Financial report at the Committee meetings

## **FUNDRAISING OFFICER**

- Attends the monthly Management Committee meetings
- Raises money for additional equipment and improvements to the centre which directly benefit the children as identified by the Business Manager or the Committee
- Organises functions throughout the year that are both fund-raising and/or social events: e.g. Raffles, Family Open Day, Trivia night, Tea towel/Apron, Picture Plates, Bunnings Sausage Sizzle, cake stall, Shopping Tour
- Receives and responds to incoming fund-raising correspondence
- Organises the annual Cocktail / auction night / main fundraiser

## **SOCIAL OFFICER**

- Arranges a calendar of social events for all pre-school groups together and have it distributed by the end of term 1
- Assists, encourages and helps coordinate the Class Representatives to organise social events for their groups.

## **MARKETING OFFICER**

- Manages, maintains, and provides content for social media accounts (Facebook & Instagram)
- Contributes artwork for social and fundraising events and team.
- Oversees advertising boards for Open Day and enrolments at the pre-school and around Brighton.
- Updates the Information Booklet for Open Day
- Strategises marketing plan and conducts paid online advertising for enrolments
- Manages or advises required changes on website (wix.com)
- Advises committee of brand awareness and PR opportunities
- You will be fully supported by an experienced executive, graphic designer, Canva Pro and a marketing budget.
- Full branding guidelines and assets provided. Bulk of marketing work is between March and May for Open Day and enrolments. If you are passionate about or have experience in social media or marketing, this fully supported volunteer position is for you.

## **CLASS Representatives**

- Class reps for Koala and Penguin Groups
- Attends the monthly Committee meetings (optional).
- Distribute contact lists as needed
- Acts as a liaison between the, educators, management committee and families within each of the groups

## **GENERAL COMMITTEE MEMBERS**

- Attend the monthly Management Committee meetings
- Responsible for specific portfolios such, OH&S, specific fundraising/social events

## **NON-COMMITTEE MEMBERS**

- Non-Committee members may attend Committee meeting if required
- Specific portfolios may include IT Support, Enrolment Assistant, Maintenance Assistants, or Assistants for specific events such as the Trivia Night