



NAGLE PRE-SCHOOL ***PARENT INFORMATION HANDBOOK***

2024

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INTRODUCTION	4
PHILOSOPHY OF NAGLE PRE-SCHOOL	5
COMMITMENT TO CHILD SAFETY	6
CHILD SAFE STANDARDS	6
WORKING WITH CHILDREN CHECK AND CODE OF CONDUCT.....	7
OUR CURRICULUM	8
OUR TEACHING TEAM.....	10
MANAGEMENT AT NAGLE PRE-SCHOOL.....	13
FINANCIAL MANAGEMENT	14
FREE KINDER	15
VOLUNTARY CONTRIBUTIONS.....	15

ADMINISTRATION, POLICIES AND PROCEDURES.....	15
ENROLMENTS	15
<i>Enrolment administration requirements.....</i>	<i>15</i>
<i>Second year of funded pre-school</i>	<i>15</i>
<i>Self funding.....</i>	<i>16</i>
PRIVACY	16
GROUPS AND ATTENDANCE TIMES	17
<i>4 year old kindergarten</i>	<i>17</i>
<i>3 year old kindergarten</i>	<i>17</i>
ORIENTATION PROGRAM	17
COSY PILLOWS.....	19
HAND WASHING.....	19
LUNCH/SNACKS.....	19
NUDE FOOD	20
POLICIES AND PROCEDURES OVERVIEW	21
ANAPHYLAXIS POLICY.....	21
DELIVERY AND COLLECTION OF CHILDREN	21
SECURITY.....	22
LATE PICK UP OF CHILDREN.....	22
APPROPRIATE CLOTHING	22
NAGLE IS A SUNSMART KINDERGARTEN	23
TOYS.....	23
BAG	23
LABEL BELONGINGS	23
EXCURSIONS/INCURSIONS	23
ACCIDENT/MEDICATION BOOK	24
<i>Accidents</i>	<i>24</i>
<i>Medication</i>	<i>24</i>
<i>Illness</i>	<i>24</i>
<i>Head Lice.....</i>	<i>25</i>
INTERACTION WITH CHILDREN.....	25
EMERGENCY EVACUATION PROCEDURES.....	25
COMPLIMENTS OR COMPLAINTS POLICY	25

ABSENCES	27
INSURANCE	27
PARENT PARTICIPATION	28
STAY AND PLAY	28
MAINTENANCE/WORKING BEES	28
BIRTHDAYS	28
SPECIAL DAYS	28
COMMUNICATION APP	29
NOTICES/COMMUNICATIONS	29
SPECIAL SKILLS.....	29
SOCIAL & FUNDRAISING ACTIVITIES	29
TERM DATES	29
RECYCLABLE MATERIALS	30
NAGLE WEBSITE AND FAQ's.....	30

INTRODUCTION

Three- and four-year-old kindergarten provides an opportunity for children in their two years before school to interact in a learning environment with other children of similar ages. This unique play-based environment addresses and reflects the values set out in the National Framework for the learning and development of children from birth to eight years. It is during this significant time that children develop a growing sense of belonging, being and becoming.

Belonging: knowing where and with whom you belong is integral to human existence;

Being: childhood is not solely a preparation for adulthood or the future, recognising the significance of the 'here and now' in children's lives;

Becoming: reflecting the process of rapid and significant change that occurs in the early years as young children learn and grow.

It is a time to discover new and interesting things, learn about the world and develop new friendships.

At Nagle Pre-School, we are strongly committed to providing a pre-school experience of the highest quality for your child. Nagle Pre-School is run by highly dedicated and professional staff alongside a volunteer parent committee of management, and is an integral part of the local area with a strong sense of community.

Our philosophy forms the foundation for our program, both of which are guided by the Early Years Learning Framework for Australia (EYLF) and the National Quality Framework.

The [Early Years Learning Framework](#) places an emphasis on a child's sense of belonging, being and becoming and identifies five key learning outcomes:

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

PHILOSOPHY OF NAGLE PRE-SCHOOL

Nagle Pre-School believes...

Children are capable, creative, enquiring. Competent decision makers and explorers of their own ideas. Their voices are integral to learning. Children have agency, making choices about their learning and daily experiences. [Children's rights](#) and our [commitment to safety](#), health and wellbeing are of paramount importance.

Nagle Pre-School believes...

Educators are committed to demonstrating sensitivity and initiating warm, trusting and reciprocal relationships with children and their families, forming partnerships with parents in the best interest of the child. Kinder is a safe, welcoming, and open place to be where all children have the right to feel safe all of the time. Open reciprocal communication and sharing of knowledge between families and educators provides better outcomes for all children. Continuous improvement through staff development and critical reflection with educators facilitates best practices in early childhood education, including current [Child Safe](#) practices being incorporated throughout the program.

Nagle Pre-School believes...

Community is welcoming, diverse and inclusive, championing different learning styles, capabilities and disabilities with individual interests and cultures to be embraced. The Bunurong People of the Kulin Nation are the traditional owners of this land, and we have a responsibility to learn about our First Nations people, creating a culturally safe environment. Families are respected and welcome to join in anytime. We are families and educators who collaborate and encourage strong links to our local community.

Nagle Pre-School believes...

In the importance of outdoor play by learning about the natural world and its environment in everyday actions and decisions, by being outdoors, playing in a natural setting with opportunities to garden, observe and be with nature. Children can be inspired to be active and healthy, by promoting and fostering a sense of emotional and physical wellbeing through outdoor play.

This philosophy was created in consultation with children, families and educators.

COMMITMENT TO CHILD SAFETY STATEMENT

Nagle Pre-School is committed to the safety and wellbeing of all children.

This will be the primary focus of our care and decision-making.

Nagle Pre-School is committed to providing a child safe environment where children are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Nagle Pre-School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

Read more [here](#).

CHILD SAFE STANDARDS

The Child Safe Standards promote the safety of children, prevent child abuse, and ensure organisations have effective processes in place to respond to and report all allegations of child abuse.

The [Child Safe Standards](#) commenced in Victoria in January 2016, with the new Child Safe Standards coming into force on 1 July 2022.

The Standards are a set of mandatory requirements to protect children and young people from harm and abuse, and require organisations involving children to have policies, procedures and practices to keep them safe.

Nagle Pre-School is committed to continuous improvement against these Standards

Read more about the Child Safe Standards:

[Commission for Children and Young People](#)

Nagle's [Commitment to Child Safety](#)

WORKING WITH CHILDREN CHECK AND CODE OF CONDUCT

To support this responsibility and commitment to Child Safe Standards and associated [policies](#), Nagle Pre-School requires all parent/guardian volunteers to hold a current [Working With Children \(WWC\) check](#) and list Nagle as an organisation they are involved in prior to commencing volunteer duties (which includes parent [Stay and Play](#) and excursions). It is not enough to just get a WWC Check, it must be linked to Nagle Pre-School. Once linked, Nagle will receive a letter from the Department of Justice, and it is this documentation allows visitors to stay at Nagle. You can find step by step instructions on how to do this [here](#).

Parents/guardians will also be asked to read and acknowledge in writing Nagle's [Code of Conduct](#) upon enrolment of their child. This is completed in your online enrolment form.

Acknowledgement of our Code of Conduct will be also required for all other adult visitors, as well as documentation of their WCC check details before entering the kinder.

Read on to find out more including how to apply for a [Working with Children Check](#).

OUR CURRICULUM

At Nagle Pre-School, we aim to provide a safe, welcoming and stimulating environment that will help each child move towards developing confidence, independence and a strong self-esteem.

Through a range of intentional teaching strategies, we encourage and support children with further developing their social and emotional regulation and social skills which includes communication, co-operation and abilities in conflict resolution – skills that will continue to be important throughout their lives.

The educators provide a warm, accepting environment with a range of learning opportunities. The children learn through play which is planned and also responsive to children's interest and ideas as they arise. The teachers provide an educational program based on knowledge of child development and outcomes in the [Early Years Learning Framework for Australia](#). The program is planned to meet the needs of all children and the specific needs of individual children. A flexible program is provided as each child develops in their own way at their own pace.

Our teachers and educators meet the requirements of the [ACECQA](#) (Australian Children's Education and Care Quality Authority) with respect to level of tertiary qualifications and child/staff ratios.

Parent teacher interviews are offered for both 3 and 4 year olds, and well as many informal opportunities to chat with the teaching team. Should you have any problems or concerns that you would like to discuss with the teachers, an appointment can be readily made.

Teachers can be contacted on their emails:

3-year-old Wattle Group - Nina Lucas – nina@naglepreschool.com.au

4-year-old Banksia Group – Megan Miller – megan@naglepreschool.com.au

Early Childhood Language Program

AUSLAN

Nagle Pre-School is part of the Early Childhood Languages program. We joined the program in 2022 teaching the AUSLAN language. Our AUSLAN teacher, Tracey Rodgers, attends 3 mornings a week to teach AUSLAN to the children and educators through play. This is a wonderful opportunity for children to be exposed to a 2nd (or 3rd) language. Find out more:

- [Brief guide to AUSLAN](#)
- [AUSLAN Sign Bank](#)
- [Aussie Deaf Kids](#)

[Walk and Visit Program](#)

The 4-year-olds also have the opportunity to venture out into the local community in small groups. This program is funded by the [Community Bank Sandringham](#) (Bendigo Bank) and the aim is to visit Regis Aged Care to engage with the residents as well as visits to the local shopping area, local schools, library and other places of interest.

[School Readiness Funding](#)

Provides programs to upskill educators and children, and inform families in the areas of communication, wellbeing and inclusion to support the transition from kinder to primary school.

OUR TEACHING TEAM

EARLY CHILDHOOD TEACHERS

Nina Lucas

3-year-old Wattle Group Early Childhood Teacher and Educational Leader

Nina joined Nagle in 2019 and is a very experienced teacher, having taught at a variety of kindergartens in Melbourne and overseas. She is originally from Scotland and speaks fluent German.

Her main focus is on creating a safe, fun and inclusive environment for children and their families. She believes in offering open ended experiences to challenge and stimulate children's learning.

Megan Miller

4-year-old Banksia Group Early Childhood Teacher

Megan will join Nagle in 2024 as our full time Banksia teacher. Over the past 20 years, she has taught at a range of kindergartens and school early learning centres in Melbourne and overseas, in China.

Megan strives to create inclusive learning environments that nurture children's confidence and independence and create a sense of awe and wonder.

She is passionate about responsive education for all young children and believes that actively engaging in play is the most effective way for them to learn.

Megan has a particular love of songs, stories and children's literature and looks forward to sharing lots of favourite books with the children at Nagle.

Emmah Wagenaar

[Nominated Supervisor](#)

Emmah joined Nagle in 2022. She has previous experience teaching in both Australia and New Zealand.

The core of Emmah's practice is based on professional and respectful reciprocal relationships with children, colleagues and families. She believes in the importance of play, and ensures the program is planned around children having long uninterrupted time to engage in both the indoor and outdoor environment.

Emmah will be solely focusing on the important role of Nominated Supervisor in 2024, as well as relief work at Nagle when necessary.

CO-EDUCATORS

Roberta Oppedisano

4-year-old Banksia Group Early Childhood Co-Educator

Roberta began as a co-educator at Nagle in 2010 and is valued for the warmth and enthusiasm she brings to the children. She is motivated to provide a safe, friendly environment for all the children.

Annie Boys

4-year-old Banksia Group Early Childhood Co-Educator

Annie joined Nagle Pre-School in 2022. Nagle holds a special place for Annie's family as her now adult children both attended this nurturing and welcoming kinder.

Living locally and having worked in Bayside community kindergartens, Annie takes a special interest in the sense of community that a kinder can bring to children and their families.

She looks forward to working in collaboration with all families to ensure all children feel safe, secure, respected and nurtured as they learn, grow and discover.

Sarah Druce

4-year-old Banksia Group Early Childhood Co-Educator

Sarah joined Nagle Pre-School in 2022. She lives locally and has worked at several Bayside kindergartens. Sarah believes all children should feel welcomed and included and has supported several children with additional needs at kindergartens. Sarah believes that children are able to learn and thrive in a safe, warm and nurturing environment.

Amy Smart

3-year-old Wattle Group Early Childhood Co-Educator

Amy joined Nagle in 2020 and believes that caring for young children in their formative years is a privilege. Investing in them and working hard to create a safe, nurturing and joyful environment is her mission so that they can develop self-confidence and an enthusiasm for learning and discovery. Amy is a keen advocate of kindness and inclusiveness and supporting children to find the enjoyment and wonder in the everyday. She believes that time spent outdoors and making connections with nature is invaluable.

Belle Coote

3-year-old Wattle Group Early Childhood Co-Educator

Bella joined Nagle in 2023. After realising a passion for educating children, Bella is now both Certificate 3 and Diploma qualified in Early Childhood Education.

Bella has experience in both long day and occasional care, and is excited to be joining the Nagle community. Bella's personal philosophy for educating children involves providing a warm and nurturing environment in which children feel safe, secure and supported, allowing for strong relationships to grow and foster development.

MANAGEMENT AT NAGLE PRE-SCHOOL

Nagle Pre-School is a not-for-profit organisation.

Our 2-year kindergarten program is State Government funded for 15 hours per week. More information about kindergarten funding can be read in our [Fees - Free Kinder policy](#).

Day-to-day management of the kindergarten is led by our administration staff and supported by our teaching team and voluntary parent Committee of Management, which elected each year at the kinder's Annual General Meeting. The Committee has the power to perform all tasks essential for the proper management of the business and affairs of the Association.

The management responsibilities with guidance and support of Administration and Finance Officers include but are not limited to:

- Ensuring that Nagle Pre-School meets appropriate statutory requirements for pre-school service provision including licencing requirements
- Overseeing the standards required under the National Quality Framework in collaboration with the staff
- Objective setting and planning
- Staff management and development
- Overseeing a budget and managing finances to ensure the viability of the kinder
- Approving, implementing and monitoring/modifying pre-school policies
- Implementation of the Children's Services Act and Regulations
- Maintaining buildings, garden and equipment
- Liaising with Bayside City Council on various matters
- Co-ordinating social activities and fundraising efforts

It is important to note that whilst the Committee is involved in the management of the kindergarten, support from **all** parents is necessary for the kinder's success in meeting its goals and in operating a viable and sustainable service.

Parents not on the Committee are welcome to attend regular monthly meetings at their convenience, or to contact the relevant Committee member should they wish to discuss a specific administrative issue.

The structure of the Committee of Management is outlined below and elected every year at our Annual General Meeting:

1. President
2. Vice President
3. Secretary (Public Officer)
4. Treasurer

(These four roles constitute the Executive Committee and will act of the Approved Provider)

5. 4-year-old Banksia Echidna Group Parent Rep
6. 4-year-old Banksia Koala Group Parent Rep
7. 4-year-old Banksia Possum Group Parent Rep
8. 3-year-old Wattle Group Parent Rep
9. Grants Officer
10. Maintenance Officer
11. Social Media Officer
12. Environmental Sustainability Officer
13. Occupational Health Safety and Environmental Officer
14. Fundraising/Social Coordinators
15. Community Care Officer

Being on the Committee of Management can be a wonderful experience for you and your family, bringing great community connections as well as continuous improvement for your child's kinder. See here for [Committee of Management roles and responsibilities](#).

Nagle Pre-School cannot run without a voluntary parent run Committee of Management.

A list of the current Committee members and monthly meeting dates may be found in the kindergarten entrance foyer.

Nagle Pre-School is registered as a Children's Services Centre Class 1 under the DE, Victoria, and is governed by the Children's Services Act 1996 and Education and Care Services National Regulations 2011. The association's [Constitution](#) is also available in the foyer of the kinder.

Leading the management of the kinder, is an Administration and Finance Officer. Contact details are:

Administration Officer - Kylie Hogan

admin@naglepreschool.com.au

Finance Officer – Kathryn Clark

financeofficer@nagleprecshool.com.au

FINANCIAL MANAGEMENT

The Finance Officer, with support of the Administration Officer and Committee of Management, is responsible for the financial management of the kindergarten. Revenues to cover the operational costs are derived from:

1. State Government funding
2. Voluntary contributions or donations
3. Exceptional excursion levies

Revenues to cover equipment acquisitions and improvement to the facilities are largely derived from:

1. Government grants
2. Fundraising profits, community/corporate grants or sponsorships

FREE KINDER

The [Best Start, Best Life](#) reform will support all Victorian children through increased access to quality early childhood education and care. A critical part of the reform is the Free Kinder scheme, which will fund access to two years of high-quality kindergarten programs for all Victorian children. All families with a child enrolled in a funded kindergarten program are eligible for Free Kinder, this includes both 3- and 4-year-old kindergarten programs.

Free Kinder supports families to access a funded kindergarten program by:

- providing a free 15-hour program to 3- and 4-year-old children enrolled at a sessional service.

Research shows that play-based learning is a powerful way to support children's learning and development. Two years of early learning is a crucial part of their educational journey, these benefits last into the school years and beyond.

Please see Nagle's [Fees – Free Kinder policy](#) for more information.

VOLUNTARY CONTRIBUTIONS

The financial viability of Nagle Pre-School under the Victorian State Government Free Kinder scheme will be transparent, readily available and carefully tracked by the Financial Officer and Committee of Management.

It may be necessary that the Committee of Management request voluntary contributions from families to ensure the continued delivery of our quality program in its entirety under this scheme.

ADMINISTRATION, POLICIES AND PROCEDURES

ENROLMENTS

Registrations for 3- and 4-year-old kindergarten are centrally co-ordinated by the Bayside City Council for kindergartens in the local municipality. A small non-refundable fee is payable to the Council for each enrolment.

[Bayside Council Kindergarten Registration](#)

Points to note in relation to enrolment applications:

- To be eligible to register for 4-year-old kindergarten, your child must turn four by the 30th April of the year they are to attend
- To be eligible to register for 3-year-old kindergarten, your child must turn three by the 30th April of the year they are to attend. **Please note that children must be three years old before they can attend a session as staff ratios are different for under threes.**
- If your child has to withdraw their enrolment from Nagle Pre-School for any reason, please advise the Administration Officer in writing
- Under the [No Jab No Play](#) legislation, parents/carers will need to provide an immunisation status certificate that shows their child is up to date with vaccines for their age

Enrolment Administration Requirements

We require the completion of the online enrolment application form prior the first day of Term 1 or attendance. This is a legal requirement and ensures we have details information available about your child prior to starting kinder.

Please refer the [Enrolment and Orientation Policy](#) for further information.

Second Year of Funded 4-year-old Kindergarten

A 'second funded year' is not applicable to 3-year-old kindergarten. 3-year-old kinder cannot be repeated under any circumstances so it is important to know when your child is ready to start their kinder journey.

A repeat 4-year-old year, more commonly referred to as a 'second funded year' occurs where a child is assessed by the teacher or another early childhood professional as having delayed development identified in two or more areas and has been approved as eligible for a second year of funded 4-year-old kindergarten by the Department of Education.

Where a child is not approved as eligible for a second year of funded 4-year-old kindergarten the expectation is that the child will progress to primary school the following year.

Find out more about [repeating 4-year-old kindergarten](#)

Self-Funding

As kindergarten places are limited in community kindergartens, self-funded places are not available. If you are looking for additional hours to compliment your community kindergarten hours, Long Day Care services should be explored.

PRIVACY

The committee and staff of Nagle Pre-School will take all reasonable steps to protect any personal information provided to the kindergarten. The kindergarten has a [Privacy and Confidentiality Policy](#) in place.

GROUPS AND ATTENDANCE TIMES

3-Year-Old Kindergarten

Wattle Group

Nagle Pre-School offers a total of 15 hours per week.

The following timetable is currently offered (shaded areas denote no session for that group):

DAY	WATTLE
COLOUR	Yellow
Monday	8:30am – 4:00pm
Tuesday	
Wednesday	
Thursday	8:30am – 4:00pm
Friday	

4-Year-Old Kindergarten

Banksia Group

Nagle Pre-School offers a total of 15 hours per week.

Our 4-year-old program has 3 sub-groups and the following timetable is currently offered (shaded areas denote no session for that group):

DAY	ECHIDNAS	KOALAS	POSSUMS
COLOUR	Green	Blue	Red
Monday			
Tuesday		8:30am - 4:00pm	8:30am - 4:00pm
Wednesday	8.30am - 4:00pm		8:30am - 4:00pm
Thursday			
Friday	8:30am - 4:00pm	8:30am - 4:00pm	

ORIENTATION PROGRAM AND STAGGERED STARTS

Nagle's orientation program for 2024 enrolments begins around November 2023 with an opportunity for children and families to visit Nagle within their 2024 kinder groups. This will allow families to meet the teaching team, and children to become familiar with their environment and other children in their group. A parent information session is also held late November as a part of our Annual General Meeting.

Children will then have a staggered start to the 2024 school year.

For the first 2 weeks of the school year, the 3-year-old kinder children will be split into 2 groups and attend half days on their group days. For the first week of the school year,

the 4-year-old kinder children will be split into 2 groups and attend half days on their group days. The exact dates and times will be communicated to families early December 2023 so you can plan ahead.

The reason for staggered starts is to ensure children get quality time that builds trust with the educators that comes with the 1:5 educator to child ratio on these first sessions. Children can explore their environment and interact with peers in a calmer setting. Staggered starts also allows educators to spend more time with families for any questions at drop off or pick up, manage any outstanding medical and health communications and documentation, and be more present for the goodbye and settling in process.

The educating team and parents will work together on how long to stay with your child. Always say goodbye to your child before you go. Each child settles in their own way and they may talk a lot about their day or very little. By reading the communication app posts from teachers, you can keep up with the current program and your knowledge and interest can promote discussion with your child.

Please don't hesitate to approach the teacher if you are concerned about anything.

COSY PILLOWS

Cosy pillows are a great option for our rest time. Each family will need to supply one of these in a draw string or calico bag. The bag, blanket and pillow must be clearly labelled. Please bring them in during the first week. We suggest purchasing:

[Koala travel blanket and pillow](#)

[Unicorn travel blanket and pillow](#)

HAND WASHING

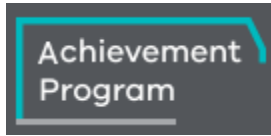
To help reduce the spread of germs and allergens we encourage the following:

- At the start of each session anyone who enters the kinder who wishes to touch any of the equipment must wash their hands (kinder children, siblings and adults)
- All children and staff will wash their hands before and after eating
- Washing of hands after using the toilet and blowing noses

LUNCH/SNACKS

Children should bring along an 'easy to open' lunch box (clearly labelled with the child's name) with healthy snacks and fruit as well as lunch. Bento type boxes are the easiest

to manage rather than lots of containers with different lids.



Nagle has joined the [Achievement Program](#) and our focus is healthy food and oral health. We aim to have healthy food options for children which will provide energy for the whole day. We are asking families not to send chips, lollies and chocolates. Children also need a name labelled water bottle (no juices or favoured milk please). Find more healthy lunchbox ideas [here](#).

Nagle has an [Anaphylaxis Policy](#) which means foods containing **nuts or nut products are not to be brought into the kindergarten.**

Please also note that children should be encouraged to eat only what they have brought in their own lunch box and do not share food with their friends.

NUDE FOOD

In line with our environmental and sustainability policy to minimise waste please send children with a rubbish free lunch, using reusable containers.

POLICIES AND PROCEDURES OVERVIEW

Under the National Quality Framework, the pre-school is required to have comprehensive policies and procedures in place. All of these policies describe the responsibilities of educators, the Committee and parents/carers and are online for ease of reference by all members here: [Policies and Procedures](#)

ANAPHYLAXIS POLICY

[Anaphylaxis Policy](#)

Nagle Pre-School is committed to providing a safe and healthy environment for children at risk of anaphylaxis.

For the safety and wellbeing of children with allergies, all families will be asked to refrain from sending foods with major allergen sources in their child's snack and lunch if particular allergies are identified e.g. egg, dairy, seafood.

Foods containing nuts or nut products are not to be brought to kinder at all times. All staff have current anaphylaxis training.

Where prior knowledge of such an allergy is known, a meeting with the teacher should be arranged as soon as possible to view our Anaphylaxis Policy and to establish an Anaphylaxis Risk Minimisation Management plan.

DELIVERY AND COLLECTION OF CHILDREN

[Delivery and Collection of Children](#)

Our relaxed arrival routine begins at 8.30am, where children are welcomed to the session through the morning based on their family commitments. We ask that parents ensure their child is picked up before 4pm. Families may also arrive to pick up before the end of the day.

At the beginning of each session each child must be 'signed-in' to the daily attendance book located in the entrance foyer. The exact time, name and signature must be included. It is not acceptable to put 'Mum' or 'Grandma'.

At the end of the session, your child should be collected from inside the kinder and then signed out (indicating the EXACT time) in the attendance book. It is important to telephone the kinder or send a message via the communication app if you are running late, as it can be distressing for the child to be waiting, and if we can explain that you are on your way it is much better than not knowing how long you will be.

If parents are unable to pick up their children as planned, the parents themselves are to make alternative arrangements and should notify the teacher as soon as possible of the change. Educators will follow established procedures in the event of the child not being collected at the end of the session (refer below).

Regulations specify that educators are not to facilitate the collection arrangements for children, nor are staff able to sign the attendance book on behalf of the parents.

Please remember that the signing in/out process is IMPORTANT as it is a legal requirement of the Department of Education and provides educators with an accurate record of the children in their care, which is of vital importance should an evacuation be necessary.

SECURITY

The front door is fitted with a security keypad. Parents will be notified of this code on the first day of Term. The code is to be kept confidential and allows families to access the kindergarten during session times if arriving after 8:30am or early to pick up children before the end of the session.

The door will be opened at the beginning of the session by the educators.

LATE PICK UP OF CHILDREN

In the event that a child is not picked up, the procedures in accordance with the DE is as follows:

In the situation where the parents/guardians or authorised person is late in collecting their child/ren and has not notified the centre that they will be late, the qualified staff member is responsible for:

- Contacting the parents/guardians and, if they are not available contacting the other person/s authorised to collect the child/ren on the child/ren's enrolment form and requesting that they collect the child/ren;
- Contacting the nominated licensee representative to inform them of the situation;
- Contacting another staff member if a staff member needs to leave so that they can relieve them. Centres need to ensure that two staff members (one of whom must be qualified) remain in attendance as per the requirements of the Children Services Regulations (CSR r50);
- Continuing to attempt to contact the parents/guardians or authorised persons;
- Notifying the regional Children's Services Adviser (CSA) at DE of the current situation and informing the CSA of the procedures being undertaken. If the CSA is not contactable, documenting the date, time and reason for the call and contacting the CSA as soon as is practicable;
- Contacting Child First or the local police if the parents/guardians or authorised persons are still not contactable after 30 minutes.

APPROPRIATE CLOTHING

It is important that your child is dressed comfortably in sensible clothing, which allows them to climb, run etc and provides independence when going to the toilet.

Smocks are provided for messier activities such as painting and water play, however older clothes are recommended. Thongs are not permitted and 'croc's' are not recommended for climbing/running.

NAGLE IS A SUNSMART KINDERGARTEN

[Sun Protection Policy](#)

Please apply sunscreen to your child before kinder. Bucket hats with the Nagle logo are available and may be purchased from kindergarten via [Eduthreads](#).

Please keep in mind that our Sun Smart Policy recommends that singlet tops and singlet dresses are not seen as providing adequate protection against the sun. Children's hats will be stored at the kinder. All children will keep a named roll of sunscreen at the kindergarten.

For winter, a warm coat with a hood or jacket and a warm hat are required for outside play.

Please keep spare clothes and spare set of underwear and socks in your child's bag. Children often need a change of clothes if they are involved with messy outdoor play.

Please label everything clearly with your child's name.

TOYS

Children are asked to leave their precious things at home in case they are lost or broken at kindergarten. War toys, superheroes and respective dress-ups must not be brought to kindergarten.

BAG

Your child will need a bag in which to place their spare clothing, snacks and lunch, and artwork. Children each have an allocated locker in the foyer, in which their bags are placed for the duration of their kindergarten session. The bag should be easily identifiable to your child and easy to open and close.

LABEL BELONGINGS

It is wise to label all belongings that your child brings to kindergarten as this assists return to the owner in the event that items are temporarily misplaced. Items that are not claimed at the end of each term are donated to charity or used as 'spare clothing'.

EXCURSIONS/INCURSIONS

During the year, a number of incursions/excursions will take place.

Consent forms will be sent home for parents to sign prior to excursions.

We look forward to parents accompanying us on any excursions run throughout the year.

An additional charge maybe required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned

ahead and are included as an expenditure item in Nagle's budget do not incur this additional charge.

ACCIDENT/MEDICATION BOOK

Accidents

[Incident, Injury, Trauma and Illness Policy](#)

[Administration of First Aid Policy](#)

The details of all accidents are recorded in an Accident Book (the circumstances of the accident, the first aid administered, date, etc). The parent/guardian collecting the child will be requested to sign and date this book.

Medication

[Administration of Medication Policy](#)

[Dealing with Medical Conditions Policy](#)

In the event that staff are required to administer medication to a child, parents are required to:

- give written permission
- state medication required and include dosage details
- provide medication in the original container bearing the original label

Parents should take note of the kindergarten's policy on illness as a child requiring medication may, in some cases, be too ill to attend kindergarten.

Parents should notify staff if their child requires asthma medication, has any serious allergies, or is diabetic. A current medical plan is a mandatory requirement when enrolling online and medication is required on the first day of Term 1.

Illness

[Incident, Injury, Trauma and Illness Policy](#)

[Dealing with Infectious Diseases Policy](#)

Please keep your child at home if they are feeling unwell. If your child contracts any infectious illness, please phone staff immediately to inform them of the reason your child will not be attending. The Health Department scheduled exclusion periods will apply.

The teacher is required to inform parents of any infectious illness whilst keeping the child's name anonymous. A list of infectious diseases and their incubation period is on display in the foyer. Please refer to this or ask your doctor. If there is any contact with Rubella (German measles) or Chicken Pox, it is important to inform the staff, as pregnant mothers will need to be told.

In the event of a child becoming sick during a session, the parents/guardians will be telephoned and asked to collect the child. If the parents are not available, then the nominated emergency people on the enrolment form will be contacted.

Parents give consent on the enrolment form for the approved provider, nominated supervisor or day to day person in charge to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance and seek transportation of the child by an ambulance service.

Head Lice

Head lice are recurring in most schools and occasionally in kindergartens. If head lice or nits (eggs) are found, parents should immediately seek treatment and notify the teacher. Children are not to return to kindergarten until they have received appropriate treatment.

INTERACTION WITH CHILDREN

[Interactions with Children Policy](#)

Each child at Nagle is supported to learn and develop in a secure and empowering environment.

Educators promote positive and respectful relationships with each child.

EMERGENCY EVACUATION PROCEDURES

[Emergency and Evacuation Policy](#)

These procedures are displayed at all exit points in the kinder. In an emergency, the children will firstly be exited to the kindergarten grounds through the safe exits. If the children need to be evacuated off the kindergarten premises, they will be taken to the designated assembly area.

COMPLIMENTS OR COMPLAINTS POLICY

[Compliments and Complaints Policy](#)

The procedure for receiving and dealing with compliments and complaints is clearly detailed in the policy.

Nagle Pre-School is committed to:

- providing an environment of mutual respect and open communication
- recognising excellence and gratitude
- complying with all legislative and statutory requirements
- dealing with disputes, complainants with fairness and equity
- establishing mechanisms to respond to complaints in a timely way
- treating information in relation to complaints with sensitivity.

Compliments provide valuable feedback about the level of satisfaction with service delivery and are a valuable indicator of the effectiveness of a service. They impart useful insights about the aspects of service that are most meaningful to children, families and stakeholders, and provide an opportunity to recognise the efforts of staff, foster a culture of excellence and boost morale.

Complaints may be received from anyone who comes in contact with Nagle Pre-School including parents/guardians, volunteers, students, members of the local community and other agencies.

In most cases, dealing with complaints will be the responsibility of the Executive Committee (Approved Provider). All complaints, when lodged, need to be initially assessed to DE whether they are a general or a notifiable complaint.

When a complaint has been assessed as 'notifiable', the Approved Provider must notify Department of Education (DE) of the complaint. The Approved Provider will investigate the complaint and take any actions deemed necessary, in addition to responding to requests from and assisting with any investigation by DE.

There may be occasions when the complainant reports the complaint directly to DE. If DE then notifies the Approved Provider about a complaint they have received, the Approved Provider will still have responsibility for investigating and dealing with the complaint as outlined in the Compliments and Complaints policy, in addition to co-operating with any investigation by DE.

DE will investigate all complaints it receives about a service, where it is alleged that the health, safety or wellbeing of any child within the service may have been compromised, or that there may have been a contravention of the *Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011*.

In summary, parents/guardians are responsible for:

- Raising a complaint, directly with the person involved, in an attempt to resolve the concerns without recourse to the complaint's procedures
- Communicating (preferably in writing) any concerns relating to the management or operation of the service as soon as practicable (maintaining complete confidentiality at all times)
- Raising any unresolved issues or concerns regarding the service's management, via a staff member or the designated contact person, namely the President (president@naglepreschool.com.au) or Administration Officer admin@naglepreschool.com.au.
- Cooperating with requests to meet with the designated contact person and/or provide relevant information when requested in relation to complaints

The designated contact person will work with you to resolve the issue or where necessary report any 'notifiable' complaints to DE for further actioning.

Administration conducts a parent survey each year in order to ensure the service remains responsive to your needs so we strongly encourage you to take this opportunity to provide feedback.

However, if you have questions or suggestions at any time, no matter how minor, please feel free to drop a note in the feedback box located at the kinder entrance or to speak directly with a member of the Executive Committee or Administration Officer:

President

Email: president@naglepreschool.com.au

Vice President

Email: vicepresident@naglepreschool.com.au

Administration Officer

Email: admin@naglepreschool.com.au

ABSENCES

If your child is going to be absent for more than one session, please contact your child's teacher via telephone on (03) 9598 6042 or use the StoryPark private chat function.

INSURANCE

Whilst at kindergarten, the children are covered by Public Liability Insurance. The kindergarten's liability in respect of claims is limited to the extent of this cover. Our insurance does not cover ordinary medical and dental expenses, therefore you are advised to ensure that your child is adequately covered. Ambulance subscription is also recommended.

PARENT PARTICIPATION

STAY AND PLAY

Parents/carers are encouraged to '[stay and play](#)'. You must have a Working with Children Check linked to Nagle Pre-School to participate in duty, please see here for more information: [Working with Children Check](#).

Please ensure you sign in to the attendance book (NOT the Visitor's book) upon your arrival and sign out when you depart. Additional children present during a session (e.g. younger siblings) should also be signed in by their parents so they can be accounted for in case of an emergency.

This is an excellent opportunity to share a kindergarten session with your child. We also encourage parents to share hobbies etc. with the children.

We also have a laundry roster where you will be asked to wash smocks etc. once or twice during the year.

MAINTENANCE/WORKING BEES

Nagle Pre-School employs a cleaner to perform daily cleaning duties inside the premises after every session. We also retained the services of a garden maintenance company who attend to the kinder once a month.

This means that the ongoing maintenance of the kindergarten is an area where we rely heavily on our families for assistance. Working bees are held each term and we strongly encourage each family to attend at least one working bee (held on a Sunday morning).

Working bees are very social and a great way of meeting other parents in your group.

BIRTHDAYS

Birthdays are special and we will celebrate together, at the beginning of the year your child's teacher will share how this occurs. You may wish to arrange to 'stay and play' on or around your child's birthday.

To promote healthy eating, we will not be having food treats as part of the celebration, so it's not necessary to send cakes, chocolates or lollies of any kind.

With regards to birthday party invitations, **please be considerate** when distributing these if not all of the class is invited, to minimise hurting children's feelings.

SPECIAL DAYS

Throughout the year, we hold some special event days, e.g. Mother's Day, Father's Day, morning/afternoon teas, Open Day and Christmas parties etc. We encourage the 'special people' in your child's life to attend these events if possible and share their excitement.

COMMUNICATION APP

Nagle uses [StoryPark](#). This interactive communication app between staff and families provides messages, commentary, stories and pictures about what your child is doing at kinder. It is important to please check StoryPark regularly for teacher updates. This app is also used by administration to communicate important operational announcements to parents/carers. It is expected that all families use this app to streamline communications and provide timely and effective notification (including all emergency and COVID announcements in the first instance).

More information about how to join will be provided prior Term 1 commencement.

NOTICES/COMMUNICATIONS

Please check the whiteboard outside regularly for daily activities, events and messages from teachers. Administration and Committee of Management updates are sent via Story Park and may include operational information and upcoming social events.

As noted above, most administration communications are sent via Story Park including any emergency notifications. This may also be followed up with text messaging via the emergency phone and/or emails.

Nagle group reps commonly use WhatsApp for individual group communications. Your group rep will be in touch with you before the start of Term. These forums are for positive communication.

SPECIAL SKILLS

If you have a special skill that you feel could be useful in the running of the kindergarten, please let the staff know. Any help would be greatly appreciated (e.g. musical ability, website creation and maintenance, sewing and artistic ability, accounting skills etc).

SOCIAL & FUNDRAISING ACTIVITIES

The kinder has various social and fundraising functions throughout the year. These occasions provide a great opportunity for involvement and create a strong sense of community.

Fundraising is also essential to our service. It may be that not all service costs are covered by the Free Kinder funding. Fundraising pays for additional resources and acquisition of capital equipment.

TERM DATES

Term dates are determined by the DE and published at www.education.vic.gov.au. For your planning purposes, these dates, public holidays and any student free days for 2024

are detailed [here](#) (noting the first few weeks of Term 1 will include staggered starts which you will be advised of separately by your child's teacher).

Student Free Day

Each year Nagle plans a student-free days (when children do not come) for professional development, program planning and curriculum development.

- **Monday 15th July 2024** will be a student free day at Nagle for all staff professional development.

During the year, notification of [public holidays](#), important dates, events and information pertaining to the kindergarten programs are sent out regularly via StoryPark.

RECYCLABLE MATERIALS

We have many uses for different materials for art and craft. Paper from workplaces is also useful.

We cannot use matchboxes, cigarette boxes, detergent bottles, egg cartons, toilet rolls or any packages that have contained nut products.

NAGLE WEBSITE and FAQ's

Our website is also a wealth of up-to-date information.

Please visit at: [Nagle Pre-School Association Inc.](#) and [FAQ's](#).