



PVCC

# 2021 Parent/Guardian Handbook

Plenty Valley Christian College  
840 Yan Yean Road  
Doreen Vic 3754

Reg. No: 1826 ABN: 87 670 414 115

plenty  
kids

Early Learning Centre

Published September 2020.

Please note that the information contained in this handbook may change after the time of its production. It is important to read all subsequent communications issued by the college to keep up to date with relevant college practice and procedures.

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## CONTACT DETAILS

### Plenty Kids Early Learning Centre

Address: 840 Yan Yean Road, Doreen, 3754

Telephone number: 03 9717 7400

Email address: [office@pvcc.vic.edu.au](mailto:office@pvcc.vic.edu.au)

Website: [www.pvcc.vic.edu.au](http://www.pvcc.vic.edu.au)

Student absence line: 03 9717 7499 (message service)

**If your child is absent, we would appreciate you letting us know via the student absence line.**

## APPROVED PROVIDER

**Principal:** John Metcalfe

**Deputy Principal:** Lily McDonald

Plenty Kids Early Learning Centre is partially funded by the State Government of Victoria.



## 2021 PLENTY KIDS TIMETABLE

Our kindergarten sessions run on set days and times. Children attend sessions for the group they are enrolled in. Days, times, and groups cannot be changed, altered or combined in any way.

	Bottle Brush Room		Sunflower Room
Group	Wallaby Group (4-year-old Kindergarten)	Joey Group (3-year-old Pre-Kindergarten)	Possum Group (4-year-old Kindergarten)
Monday	8:50am – 3:20pm		
Tuesday		8:50am-11:50am	
Wednesday	8:50am – 3:20pm		8:40am – 3:10pm
Thursday		8:50am-11:50am	8:40am – 3:10pm
Friday	8:50am–12:20pm		8:40am-12:10pm

## TERM DATES 2021

Term 1: Monday 1 February – Thursday 1 April

Term 2: Monday 19 April – Friday 25 June

Term 3: Monday 19 July – Friday 17 September

Term 4: Monday 4 October – Wednesday 8 December

## STUDENT FREE DAYS 2021

Wednesday 5 May (parent teacher interviews)

Friday 20 August

Tuesday 7 September (parent teacher interviews)

Monday 1 November (staff and student free day)

Plenty Kids Early Learning Centre is open between 8:15 am and 4 pm Monday to Friday and is closed on public holidays, school holidays and PVCC student free days (see above for 2021 PVCC term dates and student free days).

## WELCOME

Welcome to Plenty Kids Early Learning Centre. We look forward to getting to know you and your child/ren as they begin their formal educational life with us at Plenty Kids. It is our prayer that you and your family will be blessed through Plenty Kids during your time with us.

Hopefully, this handbook will answer many of the questions you may have about Plenty Kids.

Please feel free to contact us at any time if you have further questions, via the office on (03) 9717 7400.

The following information is intended for families that have children enrolled at Plenty Kids Early Learning Centre.

Kindergarten years are a wonderful time for your child to explore his/her expanding world, and we aim to provide an environment where your child feels safe, happy and excited to learn.

This may be your child's first experience at being away from you, and often, both children and caregivers take a little time to adjust. We understand the needs of both parents/guardians and children. With patience and care, we aim to make the transition from home to kindergarten as comfortable and worry-free as possible.

At Plenty Kids, we aim to foster your child's ability to develop and learn. This includes developing a program that facilitates growth through the interconnected areas of physical, spiritual, social, emotional and cognitive development.

Throughout this handbook, we will repeat that parental/guardian involvement is encouraged, appreciated and welcomed. We believe the best education for your child is achieved when there is a partnership between parents/guardians and early childhood educators. We highly value your knowledge, input and insight throughout the year.

## PLENTY KIDS EARLY LEARNING CENTRE PHILOSOPHY

### ‘A Joyful Beginning’

Plenty Kids Early Learning Centre belongs to the wider Plenty Valley Christian College community and shares the values and vision of the college.

### Vision

To be a Christian learning community with the creative and responsive mind of Christ.

### Values

The college operates within the context of Christian faith.

**The following areas identify the agenda of our partnered journey in education:**

Faith, Wisdom, Truth, Grace, Character, Service and Love

**Because we are image bearers of Christ, we ...**

**Nurture Godly character**

**Strive for excellence**

**Learn courageously**

**Build community**

**Actively steward**

### Motto

In Christ: Wisdom and Knowledge.

**At Plenty Kids Early Learning Centre, we foster creative, responsive and respectful relationships and learning opportunities where children can discover, flourish and become all that God intends them to be.**

### Relationships and connections

We focus on fostering relational spaces where trusting, warm and reciprocal connections with others can be built, as we believe that through these interactions and attachments, a child’s innate strengths, skills and potential can be maximised.

Through the creation of opportunities for cooperative and positive interactions with other children, families, teachers, and the wider community, children acquire vital social knowledge and skills.

Each child is supported and encouraged to develop responsibility for their actions and interactions with others, as they develop an understanding and respect for the interrelationships between themselves, others, the natural and constructed environment.

The special 'character' of Plenty Kids is primarily built around the genuinely collaborative and committed relationships between families, children and educators.

Parents and families are treasured and invaluable contributors to the Plenty Kids Community and are encouraged to be actively involved as 'Session Helpers' in each and every learning session.

## **Be yourself**

We believe that children are individuals who are loved by God and made in the image of God and that no two children are the same. We cherish each child and family's diverse culture, values, and experiences. We aim to provide safe, equitable and accepting learning environments that reflect and enrich the lives and identities of children and families.

Our focus is to nurture children as they build their self-esteem, and to support and reinforce an emerging sense of self-identity, belonging and resilience. We truly believe in each child's unique capacity to be amazing.

## **Openness and spontaneity**

We strive to foster an atmosphere of openness, where 'what is possible' has not been predefined. Mutual discovery and learning is fostered so that each child's unique way of experiencing, being and interacting with the world can be recognised and supported.

Naturally occurring and intuitive opportunities within our indoor and outdoor learning environments encourage and inspire children to imaginatively explore, experiment, invent, question, and solve problems. We focus on sensitively recognising, celebrating and extending on what unfolds for each child within open-ended, play-based learning experiences.

## **Building on strengths**

Active learning through play is facilitated through the provision of a range of opportunities, environments and experiences built thoughtfully around the individual strengths, ideas and interests of each child.

Strengths that emerge through creative play-based learning such as curiosity, cooperation, confidence, persistence and reflexivity are carefully acknowledged and celebrated so that they can become part of a child's lifelong attitudes towards learning and being.

## **Continuous improvement**

Through regular informal discussions, staff meetings, parent and college meetings, we constantly reflect on, and ask of ourselves "How we can do better?"

Educators at Plenty Kids are encouraged to engage in reflective practice and to critically reflect on our philosophy, values, vision, motto and ethics to guide decision making. We recognise and value the knowledge and commitment of educators and fully support their continued professional learning.

Plenty Kids Early Learning Centre's philosophy reflects the foundations of the National Quality Framework. We believe that a philosophy statement changes as new insights are gained, and practice is evaluated.

## LEARNING AT PLENTY KIDS

Plenty Kids Early Learning Centre offers a first-class Christian education for children from three years of age. Offering a 3-year-old Pre-Kindergarten Program and 4-year-old Kindergarten Program. Outside School Hours Care (OSHC) may be accessed on campus through Camp Australia. Having the Early Learning Centre located on the same campus as Plenty Valley Christian College, and in particular in the Early Years Building (EYB) where the preps, year 1s and year 2s are also located, is extremely beneficial in supporting each child's smooth transition into prep.

These early years are the foundation on which a child's education is built. Plenty Kids programs are designed to develop skills and extend each child's range of experiences, in a safe, happy and settled atmosphere, where positive relationships are highly valued. We respect and celebrate the varying interests, ideas and strengths of each child, and create a flexible, reflexive program that embraces these – a program that acknowledges and accommodates various stages of growth and development within each child, all encompassed in the exciting discovery of God's wondrous creation.

A range of communication, observation and documentation techniques are incorporated to provide information to educators and families, to assist in planning play-based learning experiences for individuals and the group.

**Play** is the work of children. What better way to find out how the world works than through play? Play can be described as discovery, exploration and experimentation. It naturally increases a child's sense of curiosity, imagination and inventiveness; it is evidenced as being a vital part of human development. A child develops through play in the areas of language and communication, cognitive thinking, reasoning, relationship and social interactions and emotional resilience and aids children in moving toward independence. These skills are foundational for further learning. While formal academic learning is not a part of the Plenty Kids program, children are exposed to concepts that they will be introduced to when they begin school. Through rich, play-based learning experiences, valuable skills and acquired dispositions are nurtured, fostered and developed, that are essential for school readiness and 'life readiness'.

Plenty Kids offers an introduction to Christian education and a natural transition to school. We have opportunities to connect with the Primary School through involvement in college activities, and through visiting various areas of the college such as the library, multipurpose hall and oval, thus creating an awareness of belonging to a wider community, while still being protected in an age-appropriate setting. Friendships established between children and families can continue far beyond the kindergarten, and school years.

Our beautiful facility has been intentionally designed to be welcoming to children and families, to promote indoor/outdoor learning, and to encourage contact between different groups. Our playground is designed with the natural environment in mind to encourage investigation and exploration, including a dry creek bed, flexible climbing space, sandpit, bike track, vegetable growing patches, and so much more.

## PLANNING AND TEACHING

Each child attending Plenty Kids is unique. There will be differences in maturity, stages of development, personality, background experiences and in the way they learn. Through the observation of children at play, the teacher and assistant co-educator will gain information about each child.

Plenty Kids Early Learning Centre operates within the principles and learning outcomes of the Victorian Early Years Learning and Development Framework (VEYLDF) which draws on conclusive international evidence that early childhood is a vital period in children's learning and development.

The VEYLDF is structured around five interconnected Learning and Development Outcomes for young children. In planning the environment and program, emphasis will be placed on encouraging and extending the following outcomes of the VEYLDF:

#### **Children have a strong sense of identity – Identity**

- E.g. developing a sense of being and belonging, separating confidently from caregivers, development of self-esteem, emotional intelligence, confidence, resilience, independence, agency, decision making, enthusiasm, happiness, self-regulation etc. (Agency is when a child has a sense that they are able to make choices and decisions to influence events and to have an impact on their world).

#### **Children are connected with and contribute to their world – Community**

- E.g. making friends, playing alongside and within a group of children, sharing, taking turns, interacting with adults, recognising and accepting differences in ourselves and others, sharing responsibilities, helping others and showing an awareness, respect and responsibility for the natural environment etc.

#### **Children have a strong sense of wellbeing – Wellbeing**

- E.g. balance, flexibility, strength, hand/eye and hand/foot coordination, risk-taking and assessing their own safety.
- Gross motor – e.g. jumping, digging, running, climbing, throwing, catching and spatial awareness.
- Fine motor – e.g. drawing, painting, threading, picking up small objects, cutting, block building and puzzles.
- Self-help skills - e.g. toileting routines, dressing and washing/drying hands

#### **Children are confident and involved learners – Learning**

- E.g. developing imagination and curiosity, memory, auditory/visual perception, problem-solving, lateral thinking and sensory awareness, experimentation, hypothesising and persistence.

#### **Children are effective communicators – Communication**

- Using language for a variety of purposes such as questioning, expressing needs and emotions explaining, recalling events, describing, singing, being creative, the development of listening skills and the confidence to speak to peers and adults, the art of expression – drawing, painting, sculpting, dancing, gardening, creating etc.

## **THE PROGRAM**

At Plenty Kids, our approach to Christian education means that teaching is Christ-centred and from a Biblical perspective. The teaching program is intentional (deliberate) with overarching questions and identified learning outcomes that lead children to an understanding that our world has been created by God, we are His people and we are loved by Him; we are to love Him and to love each other, and we can show this by caring for each other and the world around us. The Biblical Concepts Learning Framework below is what guides our Biblical teaching at Plenty Kids.

## **PLENTY KIDS BIBLICAL CONCEPTS LEARNING FRAMEWORK**

### **God (who is God?)**

#### **Outcome 1: Children know who God is and what He has done for them.**

- God is real and has always existed.
- God created the world and everyone in it (creation story).
- God gave us the Bible (God's Word/The Bible).

- God is always with us (through the Holy Spirit).
- God sent his son Jesus to die for our sin (reconciliation).

## Jesus (who is Jesus?)

**Outcome 2: Children know who Jesus is, what He did, and that they can have a personal relationship with Him.**

- Jesus, God's son left Heaven to live on earth (birth).
- Jesus did miracles and helped people (ministry).
- Jesus died and rose again to save us (death and resurrection)
- Jesus can be our personal friend and King (relationship/salvation)
- Jesus forgives us (forgiveness)

## Me (who am I?)

**Outcome 3: Children know that God loves them and wants the best for them and that they can choose to follow His plans.**

- I am special & unique (God loves me).
- I was created to do good things (God has a plan for my life).
- I can make right or wrong choices (The fall/Adam and Eve).
- I can trust God's promises (Noah's ark).
- I can talk to Jesus (prayer).

## Living (how should I live?)

**Outcome 4: Children know that God can be involved in every part of their lives and can help them live life to the full.**

- I can follow Jesus and obey Him (obedience).
- I can live like Jesus did (fruit of the Spirit).
- I can treat others like Jesus did (sharing/love/good friend).
- I can ask God to help me (Holy Spirit brings comfort, courage etc.).
- I can learn from the Bible (reading and memorising scripture).
- I can learn about Jesus from others (Church).
- I can tell others about Jesus (evangelism).

As early childhood educators, we provide an educational program based on current research using play as the primary educational tool. The Early Learning Centre is an ever-changing environment, providing play spaces and experiences that vary according to the children's development, interests, ideas and educational objectives. The program incorporates play-based learning experiences such as inventing with recycled materials, using open-ended construction sets (such as blocks, Lego, Duplo, magnetic sets, Mobilo etc.), art experiences, dramatic play areas, writing and drawing areas, cognitive games, sensory activities, reading books and a nature and discovery table (to name but a few).

We warmly welcome and encourage parents/guardians to provide information, resources and ideas to enrich the child's and group program.

Each group's program (Group Plan, Statement of Intent) is displayed in the room and can be viewed and added to (written on at any time). It includes input from children, families, the PVCC Community and the wider community. We review and update the Group Plan (Statement of Intent) according to the children's knowledge, ideas, interests and objectives (individual and group objectives). It is an organic document that the children, educators (the teachers and assistant co-educators) as a team, critically reflected on and update every week.

We also have two detailed brochures providing additional information:

- Our program
- Progressive eating

## YOUR CHILD'S PROGRESS

We will be open and visible about how your child is progressing. We will do this in a variety of ways, both in person through face-to-face discussions (Parent Teacher Interviews) and electronically.

During each child's journey at Plenty Kids, we will endeavour to document and capture various aspects of each child's exciting discoveries, amazing creations, special days, artwork and other facets of their learning and achievements (at Plenty Kids, and at home) via Storypark.

Storypark is a powerful, private online digital platform that helps connect families with their child's learning journey at kinder and keeps children's learning and development all in one easy to navigate space.

Storypark allows educators and families at Plenty Kids to record children's learning as it happens and document it within a secure online profile. This documentation can take the form of stories, child notes, conversations and plans that can be accompanied by photos, videos and attachments. Families can share thoughts and feedback in real time by replying and commenting on stories, child notes, conversations and plans.

Each child has their own Storypark profile where all documentation is kept. This profile can only be viewed by families, educators and those invited to the profile by families (grandparents, aunts, uncles etc.). However, if a child also attends day care/child care and they use Storypark, they are able to see family contributions to the child's profile (not ours). By this we mean, all documentation by Plenty Kids educators can only be viewed by families and educators at PK.

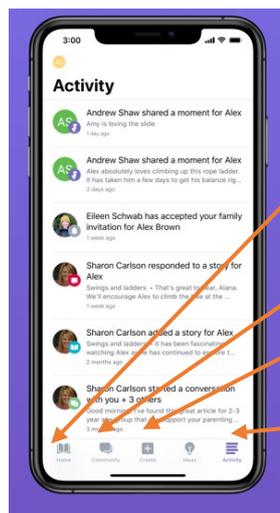
Through the Storypark app and website you can add to your child's profile anywhere and at any time using family moments, conversations, stories and child notes and, just like educators, families can also attach photos and videos.

Once a child moves on from Plenty Kids, their profile will be archived so that educators can no longer add to it, however, families will have access to their child's profile for as long as they wish.

Storypark also has a community area where educators can post important information to keep you up to date with events and reminders.

Families can find information about Plenty Kids ELC, such as important dates and information about each of the Plenty Kids team members in the **about** area of Storypark (the Storypark app on phones is great for a quick read and update but works best when accessed via Chrome on a laptop, iPad or computer). In a nutshell, Storypark is similar to Instagram; the difference is; you control who sees the content. We will send 2021 families an invitation to join Storypark during the Plenty Kids orientation process.

### Storypark Family App



**Home** – Here is where all stories are kept, family stories and education stories.

**Community** – Here is where you can see community posts by PK educators.

**Create** – You can create stories and family moments here with text, videos and photos.

**Activity** – Where all activity is posted such as stories, notes, conversations and community posts.

Each session, we will endeavour to send (via Storypark) a daily reflection that outlines some of the learning that has occurred. This may also include photos and/or videos.

Photocopies of daily reflections are placed in each group's *Daily Reflection* book, which will be available next to the *Daily Attendance Record* (sign-in book) at the beginning and end of each session.

We are always happy to have a brief chat with you about your child at the start of session and/or at the end of session. If you require more time than this, then please set up an appointment for a more detailed chat. We value all opportunities to gain your input and feedback on how your child learns. We will share examples of your child's experiences, with you regularly throughout the year.

The Plenty Kids Biblical Concepts Learning Framework (PKBCLF) and the Victorian Early Years Learning and Development Framework (VEYLDF) guide our programming and practice.

We document each child's progress via Storypark. Some of your child's learning will be documented in the form of a learning story. Learning stories, ideally, are collaborative and compiled with input from the child, family and educators and will be shared with one another at regular times throughout the year.

Before your child leaves 4-year-old kindergarten, we will prepare a *Transition Learning and Development Statement*, which outlines how your child learns and gives their prep teacher insight into how to best support your child's learning. We will seek your input with the completion of this document and with your permission, will forward it to your child's prep teacher.

## ARTWORK

We may keep some of each child's artwork at kinder to display. What we do not need to stay at kinder, we will send home via the *Art File Box* where your child's artwork will be placed for you to take home. We will aim to place the *Art File Box* next to the group's *Daily Reflection* book at the beginning and end of each session.

## GUIDING CHILDRENS' BEHAVIOUR

Establishing a warm and caring learning environment is a high priority at Plenty Kids. We acknowledge that children are learning to regulate their behaviour, and Plenty Kids educators are committed to support each child to achieve this. We want to support each child in developing positive social strengths, by encouraging cooperation with others, interacting in positive ways and enhancing their own and others' self-esteem.

Each educator will treat every child with gentleness, sensitivity, respect and understanding. If a behaviour is becoming a concern, parents/guardians will be approached so that we can work together to encourage acceptable behaviour.

A set of guidelines to create a cooperative learning environment, which includes safety and caring for others, is established with each group of children at the beginning of each year and we refer to this as our 'Group Agreement'. We then combine each group's 'Group Agreement' (with the children), to create the 'Plenty Kids, Children's Code of Conduct Agreement' for the year. Every child that agrees to try their hardest to abide by this, signs the document by 'making their mark' (writing their name, or a part of their name, a drawing, and or a finger print). This helps build a positive group culture where children are given the opportunity to decide what is acceptable and unacceptable behaviour that they then, agree to adhere to.

Plenty Kids educators use **Restorative Practice**, an approach which assists children in understanding that when poor choices are made, things go wrong and relationships are damaged. Children learn to take responsibility for their actions and behaviour. It helps them understand that there are consequences for

our behaviour. This approach acknowledges each person's perspective, helps to build relationships and helps children work towards restoring (repairing) the problem (unacceptable behaviour). Children learn that issues and problems can be worked through, resulting in forgiveness, healing and restoration. We believe that this process is in line with a Christian perspective that we forgive each other as God forgives us. We seek restoration of relationships, as God does with us.

Educators follow a simple process by asking the following questions:

- 1. What is the problem?** We help children identify what went wrong, and understand that the child is not the problem; the problem is the problem. (That **it is the child's behaviour** that is the problem, **not** the child).
- 2. Who is affected?** We help children recognise their own and other children's emotions, and help them identify what questions/actions to implement when they experience certain feelings such as anger or sadness.
- 3. How can we fix the problem?** We help children apologise and implement consequences that will help to restore the relationship or the situation.
- 4. How can we make sure this does not happen again?** We reinforce what has been learnt by helping children identify why the action occurred and what underpinned that action that caused the problem. Consequences appropriately applied help the child consolidate their understanding.

Restorative Practice works hand in hand with the development of social skills and community building.

## COMMUNICATION WITH EDUCATORS

We value open communication between parents/guardians and educators. We want to get to know you and your child so that we can work in partnership. We encourage all parents/guardians to communicate any information about your child or any queries, feedback, ideas and input you may have regarding the program with us.

With many children arriving at the same time at the beginning of each session, it is important to point out that this is not an ideal time for lengthy conversations with educators – as this is the time for welcoming and settling children.

For this reason, we ask that you pass on information in **written form** via Storypark (using child notes), handing the teacher a note, or writing in the groups' communication book called *The Family Voice*, rather than taking the teacher's attention away from focussing on the children.

*The Family Voice* will be placed on a table out the front of the Early Years Building (EYB). We encourage parents/guardians to record any information you would like to share in this.

Information of a more confidential nature can be written on a note and handed to the teacher at the beginning of the day (or in a child note via Storypark). Helpful information may include any changes to routine, anticipated fatigue or excitement about a pending event/holiday etc.

Educators will phone a child's parent/guardian if the need arises during a session. Teachers are always available after sessions to discuss and share any information. If you would like a time to meet for a longer discussion with your child's teacher, or with the Plenty Kids Director, please let us know, and we can arrange a time suitable for both parties.

While waiting for the session to start, we encourage you to read your child's group's *Reflection* book which provides information about the program the children's knowledge and insights and what the group has been involved with and learning at kindergarten.

We encourage children to address educators by their first name with Miss or Mr in front of their first name.

## ARRIVAL AND DEPARTURE PROCEDURES

Arriving at kindergarten on time is very important, as it can be uncomfortable for children to walk into the session when all the children are already involved in the program. It is also disruptive for the other children.

We encourage you to make use of the space out the front of the EYB before the session (even just a few minutes). We have found that it can be very settling for children to spend a short time with their parent in this space. This process is designed to help your child transition from home to kindergarten smoothly. Please remember to actively supervise your child/ren's use of this space while you are waiting for the session to commence.

During this time, please collect your child's art from their group's art file box, sign your child in and get to know other Plenty Kids families.

## DAILY ATTENDANCE RECORD

A *Daily Attendance Record* book will be placed out the front of the EYB on a table. Parents/guardians **MUST** record **their child's arrival and their child's departure** each day. It is a legal requirement that we keep this daily record updated **at all times throughout the session**, and it must be completed correctly, each and **every** session.

**If there is an emergency, educators collect the *Daily Attendance Record* book to ensure that each child that has been signed in, is present and accounted for, so it must be up to date at all times during the day.**

Each child's name has been written next to an assigned number on the inside cover of the ***Daily Attendance Record*** book. Please **do not record your child's departure time or signature of the person collecting the child section until you have collected your child**.

Here's an example:

First Name & Surname of Child		Day	Date	Signature of person who delivers	Name of Person Collecting Child	Departure Time	Signature of person collecting
1	Harry Jones	MONDAY	6 FEB 2017	BJ	BEV - MUM		
2	Bella Green			AGreen	DAWE - UNCLE	2:35	Dawelbyka
3	Jack Ellis			[Signature]	SHANE - DAD	2:36	[Signature]
4							

**Please Note:** On your child's *Plenty Kids Application for Student Admission* form you completed a section called *Emergency Contacts/Authorised Nominees*. This authorisation gives consent for other people (aged 18 years and above) to collect your child on your behalf. This list may be added to, or changed throughout the year.

Should someone who is not on this list attempt to collect your child (an unauthorised person), we would require additional written authorisation from you. Forms for this are available at the Early Years Building Reception.

Please be advised that if the person you nominated to collect your child is **unknown** to educators, **they must provide photo identification**, and the person must be 18 years and older. These authorisation procedures are in place to protect your child, so please assist us with this process.

## **FAMILY AND VISITOR ACCESS – VISITORS SIGN IN AND OUT**

Family members and authorised visitors are always welcome at Plenty Kids. Parents/guardians can enter the premises at any time; however, we ask that visitors be sensitive to the program and atmosphere of the room.

All visitors to the centre must sign in and out via the iPad located in the Early Years Building reception (to receive a Visitor Sticker), the following details must be provided;

First name, last name, the purpose of the visit and whom you are visiting, company/business (if applicable) and a mobile number. Before leaving the college, visitors must also sign out via the iPad. Please note that visitors must also sign in the Plenty Kids Visitors sign in book located in the Plenty Kids foyer. Visitor signing in is a requirement of the Department of Education and Training and is part of the Kindergarten's Emergency Evacuation Procedure.

**Please note: This also includes Session Helpers and siblings.**

The door to your child's kinder room will be closed until the start of the session to allow educators to prepare for the day.

At the beginning of each session, a teacher will walk out to the EYB entrance and invite the children outside into the EYB building.

As your child walks into the Early Year's building, please make sure that their backpack is on their back.

Educators will encourage your child to independently:

- place their water bottle on the top shelf of the trolley
- their food container on one of the two lower shelves of the trolley
- place their backpacks in their locker (with zips facing outward) .

Encourage and support them to wash their hands using the following procedure:

- Roll up sleeves.

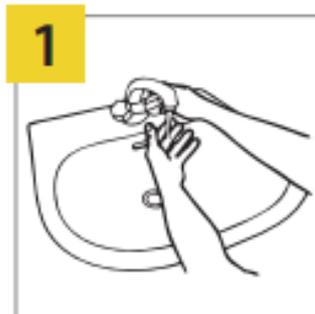
Educators will encourage and support each child to wash their hands. We highly recommend that you teach your child the correct way (see below) to wash their hands **before** they attend their first orientation or first session with us, using the procedure below.

# How to wash hands

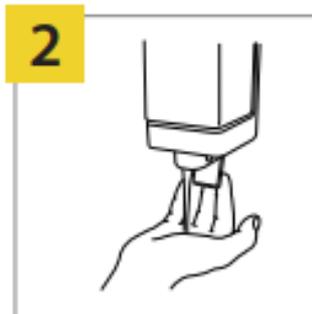
STAYING HEALTHY | 5TH EDITION | 2013



A hand wash should take around 30 seconds.



**1**  
Wet hands with running water (preferably warm, for comfort).



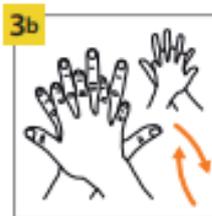
**2**  
Apply soap to hands.



**3**  
Lather soap and rub hands for at least 15 seconds, including:



**3a**  
palm to palm,



**3b**  
back of hands,



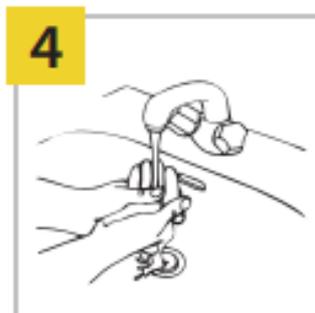
**3c**  
in between fingers and back of fingers,



**3d**  
around thumbs and



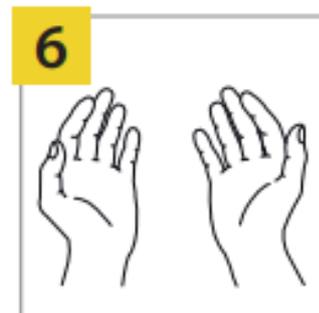
**3e**  
tips of fingers.



**4**  
Rinse hands with water.



**5**  
Dry hands thoroughly.



**6**  
Your hands are clean.

THIS POSTER REFERENCES THE WORLD HEALTH ORGANIZATION'S 'HOW TO HANDWASH?' POSTER NHMRC Ref. CH55g Printed June 2013



Australian Government  
National Health and Medical Research Council

NHMRC

WORKING TO BUILD A HEALTHY AUSTRALIA

Educators will support each child to engage in an experience, activity or to play with their friend/s. **Always say goodbye to your child when you leave.** This is important in maintaining your child's trust. Tell them you are leaving and the time you will be back to collect them.

As stated above, we highly recommend that you teach your child the handwashing procedure **before** their first day at kindergarten as this is vital for every child's health (not just at kindergarten but for the rest of their lives).

If your child is feeling nervous or shy, they may need you to stay for a short time, while they become accustomed to the environment and teachers. You can determine with your child's teacher the right moment to say goodbye and leave.

We ask that you arrive at kinder at least five minutes prior to finishing of the session so that there is no delay in the collection of children. This is an ideal time to meet and or catch up with other Plenty Kids families. It can be distressing for children when other children are departing, and their parent/guardian has not arrived.

If something comes up and you know you may be late, please phone us so that educators can inform your child. Any children that are not collected on time will be signed in to the Out Of School Hours Care (OSHC) with Camp Australia and parents/guardians will be liable for any associated costs.

Please note that if you are late to collect your child and you have not registered your child with Out of School Hours Care, you will be asked to register your child with OSHC so the above procedure can be followed.

At the end of the session, when we open the door to the EYB, when we sight you and make eye contact with you we will say your child's name and they will walk to you. This moment will be our point of hand over back to you.

## **REST**

Being in a large group of peers can be very tiring for young children. Areas for rest and quiet play are available in the children's rooms, and children are encouraged to make use of these areas.

We have small mattresses that we can place in the room if children require rest and/or sleep. Children that need to have a rest or sleep will need to bring with them a cot size fitted sheet, blanket and small pillow. Please note that the child's parents/guardians will be responsible for the laundering of all sleep items.

If you are noticing uncooperative behaviour due to fatigue at home, please consult your child's teacher. Some rest days or shorter session times for a short period may help them build resilience. Your child's educator will approach you if your child seems particularly tired at kindergarten.

## **EXCURSIONS AND SPECIAL VISITORS (INCURSIONS)**

Throughout the year, excursions or visitors to the centre may be organised to support and extend the children's program. These opportunities provide rich learning experiences – increasing knowledge, thinking, language, and social and emotional responses. We will obtain written authorisation from parents/guardians for each child to attend an excursion (outside of the PVCC grounds).

Careful planning will go into any excursion, including a risk assessment to determine any risks to children's health, safety or wellbeing and a plan for how risks will be managed and/or minimised.

Each child's personal medication and current medical management plan, as well as a first-aid kit, will be taken on any activities outside of the Plenty Kids premises. Emergency contact details for each child and the contact details of their medical practitioner are also taken on excursions.

Incidental outings into the wider school community, such as visits to the school playground, oval, collecting autumn leaves and 'natural treasures' such as gum nuts and sticks around the school grounds, visiting the library or Multipurpose Hall will also enrich the learning program. Whenever children leave the kindergarten's immediate premises for these spontaneous outings, the appropriate child to educator ratios will be adhered to. Authorisation for such events will be obtained from parents/guardians at the start of each year on the *Plenty Kids Application for Student Admission* form during the enrolment process, as these are considered to be regular outings.

Further information can be found in the *PK Excursions and Service Events Policy*, available on the PVCC website.

## INCLUSION

We recognise that all children are wonderfully made in God's image, whilst also recognising that some children have additional learning or developmental needs. Our educators will model warm, accepting attitudes and will actively encourage children to be accepting of each other's similarities and differences. Our program allows children of various abilities and stages of development, to participate and benefit, regardless of their abilities, additional needs or medical conditions.

If you have concerns regarding your child's development or progress, please make these known to the teacher. Educators (the teacher and assistant co-educator) make regular observations and assessments of your child's development; however you have intimate knowledge of your child.

Concerns may be followed up through further discussion and monitoring and the possibility of gaining the support of a Pre-School Field Officer (PSFO), Speech Pathologist, Psychologist or Paediatrician. Your child's teacher will advise you. If we consider that there could be value in consulting relevant support services, we will approach parents/guardians to discuss this.

**It is essential that parents/guardians accurately inform, at the time of enrolment, any known additional needs.**

## TRANSITION TO SCHOOL

Having the Early Learning Centre located in the same building as the prep rooms allows for wonderful transition-to-school opportunities. In the 4-year-old program, we will start intentional transition activities (prep orientation) in term 4, and will update you closer to that time with information. If you are not intending on enrolling your child in prep at Plenty Valley Christian College, it is important that you inform your child's teacher as soon as possible so that they can work on your child's prep transition with the other school. Please also remember to inform the PVCC Registrar as soon as possible in instances such as this.

## PARENTAL INVOLVEMENT

Parent/guardian participation and input is valued and is an integral part of the entire kindergarten program.

There are several options as to how you can participate in the kindergarten program.

These include:

- Input such as your ideas, thoughts, suggestions, knowledge and wishes into the group’s program and your child’s individual plan.
- Session Helper duty (for the last hour of a session).
- Sharing your talents/skills/hobbies/knowledge etc. crafts with the children.
- Washing duty (laundry).
- Joining the Plenty Valley Christian College Parents and Friends Group.
- Request to join the Plenty Valley Christian College Families which is a closed Facebook group.
- Join the group’s social group via the group representative (Group Rep). Please note this dependant on if a parent/guardian volunteers for the role.

### Plenty Kids session helpers

In Term 1, Week 6 we introduce (for the last hour of each session) the opportunity for a parent, guardian or significant other to be rostered on to be a Session Helper. Session Helpers provide such valuable support to the program and are valued as an ‘extra educator’ for the last hour of the session. You will find your child looks forward to your Session Helper duty day and we hope you will too. Children love seeing their parents/guardians involved at kinder.

All session helpers are required to hold a current, Working with Children Check (WWCC) and must have completed the Plenty Kids Session Helper Workshop (this course will run in February each year). Please note that if you have completed the Primary School workshop, you are also required to complete the Plenty Kids Session Helper Workshop to be a Plenty Kids Session Helper. Please also note you only need to complete the Plenty Kids Session Helper Workshop once (for parents of PK siblings).

### Sharing your talents, knowledge, hobbies, interests and skills

If you or any of your family and friends have particular knowledge, skills, interests or talents, e.g. play a musical instrument, have a craft, skill or hobby that you would be willing to share with the children, please let us know, as we would love to involve you in the program. Please note (as stated earlier) that family and friends that share their talents and skills are required to have a current Working with Children Check. If you or your extended family and friends have access to information, resources and knowledge that would benefit our program, please let us know so that we can add this to the program.

### WHAT YOUR CHILD NEEDS TO BRING TO EVERY KINDERGARTEN SESSION

- **A PVCC school bag** (backpack).  
PVCC backpacks are available at the PVCC uniform shop telephone 9036 7354, or visit the college website for trading hours: <https://www.pvcc.vic.edu.au/about/uniform>.  
The PVCC backpack is the correct size and makes the very difficult task of looking after one’s many kinder belongings easier as it is able to stand up on its own, is easy to pack, unpack, zip up and unzip.
- **A water bottle.** Please ensure your child can recognise their water bottle and that they are able to independently open, close and drink from it.
- **Fresh, healthy food** (please note that for Plenty Kids in 2021, there are to be **no traces of nuts, eggs and linseed (flaxseed)**). All food containers, lids, spoons, forks etc. must be clearly named, and easy for your child to open and close independently.
- **Snack and lunch.** (Please note that lunch is only required for the longer sessions).

Snack and lunch are to be placed in the one larger container.

- **A Plenty Kids sunhat.** These are available for purchase at the Early Years Reception located in the Early Years Building for \$16.50.
- **A raincoat,** lightweight with a hood that is 100% waterproof. Its length needs to pass your child's knee. Please note that the larger the size, the better, as coats and jumpers that are tight fitting are very difficult for children to learn to put on and take off independently.
- **A winter coat and a warm hat** (in the colder weather). As above, the larger the size, the better as coats and jumpers that are tight fitting are very difficult for children to learn to put on and take off independently.
- **A pair of gumboots** (these can be left in your child's locker all year).
- **A spare set of clothes** stored in a small bag (include socks and underwear).
- **A large, empty zip lock bag** for wet/dirty clothes to be placed in.
- **Sleep items** (if required – small pillow, cot size fitted sheet and blanket).

**Again, please ensure absolutely EVERYTHING is clearly named.**

## **FAMILY PHOTO AND BABY PHOTO**

On the first day of Orientation (or the first day your child attends kinder), we ask that they bring a family photo and a baby photo to stay at the centre for the year. Having a family photo close by (displayed on the kinder wall) can help children feel secure and supports children and families to gain a greater sense of belonging to their group, Plenty Kids and PVCC.

We use the baby photo when we are getting to know each other and play a group game that involves attempting to guess who the baby is in the photo (please remember to write your child and family members' names on the back of each photo).

## **HUNTING AND GATHERING MATERIALS AND RECYCLABLE WASTE ITEMS**

We would appreciate it if families could bring in a range of 'junk materials' that we can use and recycle at kinder in our box construction area where children imagine, invent, design and create their 3D masterpieces.

Below are a few suggestions of items that we would love to receive from you:

- any boxes, containers and items such as – laundry detergent boxes, gift boxes, strawberry tubs, washed yoghurt containers, paper hand towel cardboard tubes, felt, wool, string, ribbon, cardboard reels, corks, bottle tops, etc. (the list is endless basically, any items that can be used in order to inspire a child to imagine, create and construct)
- offcuts such as cardboard, paper, wood
- cane baskets, wooden boxes, wooden bowls, wooden spoons, wooden beads, glass jars, glass bottles (any items made from natural materials)
- disused pots and pans, kettles, teapots/sets, curtains, sheets, material, blankets (especially quilted, crocheted or knitted blankets)
- dress-ups, hats, dresses, coats, gloves, frilly clothing, handbags, ties, shoes, uniforms etc.

Please note there are children attending Plenty Kids in 2021 with life-threatening food allergies and it is for this reason that we ask Plenty Kids 2021 families NOT to bring in foods or containers of any items that may have contained traces of **nuts, eggs and linseed (flaxseed)**.

So please **DO NOT bring** in:

- egg cartons
- muesli bar boxes
- cereal containers that may have contained traces of nuts, e.g. Special K, Cornflakes, Muesli etc.
- ice-cream containers that may have contained traces of nuts and or egg
- toilet paper rolls (for sanitary reasons).

## **BAG (BACKPACK)**

Your child will be responsible for keeping his/her backpack in their locker. Your child's bag is to be a PVCC backpack.

## **WHAT SHOULD YOUR CHILDREN WEAR TO PLENTY KIDS?**

Children attending Plenty Kids, children are required to wear a Plenty Kids uniform that consists of a:

- Plenty Kids t-shirt
- Plenty Kids sloppy joe (jumper)
- Plenty Kids hat
- PVCC backpack (school bag)
- comfortable older clothes are to be worn from the waist down (long pants, sweatpants, shorts, skirt etc.) that are appropriate for play.

Children are at kinder to have fun and learn and are provided many sensory experiences, including messy play, painting, sand, dirt and water. This means that they will more than likely get wet and dirty, so please don't dress your child in 'Good' clothes (from the waist down) as these are best left at home so children are not concerned about getting dirty as this can inhibit their play (learning).

## **A change of clothes**

Please include a spare set of clothes that consists of a Plenty Kids t-shirt and jumper (sloppy joe), labelled and stored in a separate bag, in your child's PVCC backpack in case of toileting accidents or if your child becomes wet or dirty during play, (remember to include a spare named pair of socks and underpants).

Toileting accidents do occasionally occur when children are busy. Children often leave their run to the toilet to the last minute, so please dress your child in **clothes they can easily manage**. Pants with buttons and studs are difficult for children to manage. As you know, accidents can be very embarrassing for some children.

Some clothes and shoes make outside play difficult or unsafe. In accordance with the *PK Sun Protection Policy*, children should wear appropriate clothing in summer. As children are encouraged to take their shoes off if they want to, your child will need to wear shoes that they can take off, put on and do up themselves, (shoes with velcro are ideal). Thongs, crocs and loose sandals **are not suitable or safe** when your child is actively engaged outside.

**Again, please label EVERYTHING with your child's name. This includes your child's clothes, sun hats, beanies, all lunch containers and lunchboxes, lids, spoons, forks, water bottle and PVCC backpack.**

We have up to 66 children enrolled at Plenty Kids, and by labelling items, we are better equipped to return lost items to their rightful owners.

## SUN PROTECTION

In accordance with the *PK Sun Protection Policy*, we are committed to ensuring that all children and educators practise 'SunSmart' procedures. As such, a combination of sun protection measures are to be used for all outdoor activities.

**A Plenty Kids sunhat** must be brought to kinder every session (rain, hail or shine). Children who do not bring sunhats to wear outdoors can only play in specified shaded areas.

A good sunhat should meet the following criteria:

1. Stays on when the child climbs and runs.
2. Protects their face and neck.
3. Has a safety release mechanism (if it has an under the chin cord).
4. Has the child's name clearly marked.

We highly recommend that parents/guardians apply sunscreen on their child **before** attending every session in terms 1, 2 and 4 as it is assumed that children arrive with sunscreen already applied. Children should not have sunscreen in bags. Plenty Kids has sunscreen available positioned next to a full-length mirror, and the children will be encouraged (and shown) how to **reapply** sunscreen throughout the session using the supplied sunscreen.

We highly recommend that you start to teach your child to apply sunscreen independently **before** they attend their first day with us. At Plenty Kids, the children have access to a plastic bottle of sunscreen that dispenses sunscreen through a pump nozzle.

Sun protection may also be required at other times of the year when the UV index is three or above. This is why we ask that a Plenty Kids sunhat be brought to every session. Information about the UV index level is available in the weather section of the daily newspaper and on the SunSmart website at [www.sunsmart.com.au](http://www.sunsmart.com.au).

## FOOD

Please note that in 2021, we strive to be a **nut, egg and linseed (flaxseed) free** centre, due to anaphylactic allergies that children have. Please do not send along any items containing **nuts, eggs and linseed (flaxseed) or traces of these** such as peanut butter, Nutella, muesli bars, omelettes, quiche, boiled eggs, fried rice with egg, mayonnaise, egg pasta, egg noodles, multigrain bread and any other food that contain or may have **traces of nuts, eggs and linseed (flaxseed)**.

Due to the young age and varying health conditions of the children enrolled at Plenty Kids, we may at times add to the foods that are not allowed to be brought from home to the service.

Plenty Kids has a *PK Nutrition Oral Health and Active Play Policy* and we are committed to promoting healthy eating. **Treats should never be brought to kindergarten**. Providing healthy, fresh food for your child whilst they attend kindergarten is one of the best things you can do for your child's brain and therefore, their learning!

We are committed to reducing our waste and to involve children in sustainable practices and work towards good stewardship of God's world from an early age. We encourage 'nude food', which means providing food in washable/reusable containers rather than pre-packaged snacks, glad wrap or tin foil.

- Educators actively encourage all children to eat at least part of their snack/lunch.
- Please provide containers and drink bottles that children can open and close by themselves that are clearly labelled with your child's name on both the containers, lids and utensils.
- The kinder does not have facilities for heating lunches.
- Please be aware of how much food your child eats and do not over-stock their lunch/snack box.
- Due to allergies and dietary restrictions, children are NOT permitted to share their food.
- There will be occasions when the children are involved in the preparations and consumption of food as part of the program. It is the parent's/guardian's responsibility to ensure that teachers are aware of all known allergies, medical conditions or dietary restrictions.

### FOOD FOR THE 3-YEAR-OLD PRE-KINDER GROUP

Each day children will have a snack brought from home. The children will need to bring a small container with healthy fresh food, e.g. fruit, vegetables, cheese, crackers, yoghurt, sandwich etc. and a labelled water bottle (water only) for drinking.

### FOOD FOR THE 4-YEAR-OLD KINDERGARTEN GROUPS

- A snack (i.e. fruit, vegetables, dry biscuits/crackers, yoghurt, cheese).
- Lunch (i.e. sandwiches, sushi, rice, vegetables, wraps, fruit, yoghurt, rice, salad, dumplings, etc.). We ask that snack and lunch be placed in the one lunch box as having one container is easier for a young child to manage and provides children with the opportunity to learn to regulate the amount of food that they eat over the duration of the session.
- Lunchbox and water bottle (water only) and **all clearly labelled (including spoons, forks, lids etc.)**

For the Friday half-day session, your child only needs to bring a snack – as well as a drink bottle with water. For the longer sessions, your child should bring lunch as well as a snack and a drink bottle of water.

### BIRTHDAYS

If you would like the group to sing 'Happy Birthday' to your child. We ask that **you organise** with your child's teacher a suitable day to do this. The beginning of the session (at 9am) is ideal for everyone to sing Happy Birthday and on a day that is as close to your child's birthday as possible.

We ask that parents/guardians **do not bring cake or food items** due to food allergies.

### TOYS FROM HOME

We ask that toys are **not** brought to kinder, as we already have plenty of equipment for the children. These toys can be broken or lost, and this results in disappointment. In particular, we ask that parents/guardians ensure that children do not bring in toy guns. There will be an opportunity for your child to participate in some show and tell occasions where they can share something special from home with the group.

## SIBLINGS AND KINDERGARTEN

Whilst we welcome brothers and sisters at kinder, on Session Helper days, they must be accompanied by their parents and/or guardian and are their responsibility at all times. We ask that parents/guardians be aware of the suitability of the equipment for toddlers, especially small stones/beads etc. and climbing equipment.

## NO JAB, NO PLAY

**Before your child can be enrolled at Plenty Kids, you need to provide us with an up to date Immunisation History Statement (IHS) for your child.**

Immunisation legislation called 'No Jab, No Play' took effect on 1 January 2016 and aims to reduce the risk of vaccine-preventable diseases through increased immunisation rates in the community.

The 'No Jab, No Play' legislation, requires all children enrolled in kindergarten (including both the 3-year-old and 4-year-old programs) to be:

- fully immunised for their age OR
- on a vaccination catch-up program OR
- unable to be fully immunised for medical reasons.

**Your child's place at Plenty Kids is subject to you providing evidence that they are up to date with their immunisations or have a medical reason why they cannot be vaccinated (see above). Your child's Immunisation History Statement is available from the Australian Childhood Immunisation Register.**

Please note that a copy of your child's Maternal and Child Health book is **not** sufficient.

## ILLNESS AND ABSENCE

In the interest of other children and educators, we ask that your child not attend kindergarten if they show signs or symptoms of illness. They should be kept at home until you have had the symptoms checked by a doctor or until they are clear of all symptoms, including fatigue. Sick children cannot be adequately cared for at Plenty Kids, as they need individual attention and rest.

Any child who develops signs and symptoms of any illness while at kindergarten will be comforted by an educator until a parent/guardian or emergency contact can collect them and take them home.

For many illnesses, your child will not be able to attend kindergarten.

For more information, see <https://www2.health.vic.gov.au/about/publications/ResearchAndReports/min-per-excl-prim-schools-children-serv-infect-diseases> and refer to:

- Schedule 7
- Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts
- (*Public Health and Wellbeing Regulations 2009*)
- A copy of this is displayed in the Plenty Kids Foyer
- Schedule 7 is a guide to the exclusion time for common illnesses and the conditions that must be met **before** each child's return. Please familiarise yourself with this table, and ensure you consult it if your child is unwell.

## INFECTIOUS DISEASES

If your child is suffering from an infectious disease, it is important that you inform your child's teacher, and the PVCC nurse ASAP so that other parents/guardians can be made aware should their children display these symptoms. As stated previously, please refer to the Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts that can be found on the Department of Health website.

## HYGIENE AND INFECTION CONTROL AT THE KINDERGARTEN

Viruses, gastroenteritis, common colds or flu can spread rapidly within the kinder environment. Hand washing is the most important procedure for preventing the spread of disease. Before your child's first day at kindergarten, please assist your child by practising with them and teaching them how to wash their hands effectively and when they need to wash their hands: (See page 19 for correct handwashing procedure that should take 30 seconds). Educators will support children with effective hand washing techniques and will prompt them to wash their hands at regular intervals throughout the session.

- Upon arrival at kindergarten.
- Before eating.
- After eating.
- After going to the toilet.
- After sneezing or blowing their nose.

Further information can be found in the *PK Dealing with Infectious Diseases Policy* that is available on the PVCC website.

## HEAD LICE

Head lice are transmitted by having head to head contact with someone who has head lice: this happens frequently in schools and kindergartens. They do not transmit any infectious diseases.

If a child is found to have head lice while at kindergarten, the parents/guardians will be contacted and asked to collect their child.

The child may return to kindergarten the **day after** appropriate treatment has commenced. Please make sure the rest of the family is also treated to assist in preventing the problem.

We will collect permission from parents/guardians to conduct head lice inspections during the enrolment process; however inspections will only be carried out if a significant outbreak is suspected. Parents are encouraged to frequently check their children for head lice to assist in controlling head lice at school.

## INCIDENT, INJURY, TRAUMA AND ILLNESS RECORD

All Plenty Kids educators are trained in First Aid. If a minor accident occurs, an educator will administer first aid and parents/guardians will be notified of the incident when the child is collected from the centre. The incident will be recorded on an Incident, Injury, Trauma and Illness Record form that parents/guardians will be asked to sign to verify that notification of the incident was given and that you are aware of the extent of the injury.

In the case of a more serious accident, an educator will notify parents/guardians as soon as practicably possible. In the event that an ambulance is required, a PVCC staff member will accompany the child to the hospital if the parent/guardian is not available.

Any incidents or illnesses occurring at Plenty Kids that require a visit to the emergency department will be reported to the Department of Education and Training.

If a child arrives at kinder with a significant injury, we will ask parents or guardians to complete an Injury on Intake Form in accordance with the *PK Child Safe Environment Policy*.

## **FOOD ALLERGIES**

Please notify your child's teacher if your child's diet needs to be monitored in any way. In addition, please ensure you read the *PK Dealing with Medical Conditions Policy* and *PK Anaphylaxis Policy* available on the PVCC website.

## **SAFETY – EMERGENCY EVACUATION**

Plenty Kids educators conduct safety drills each term according to the *PK Emergency and Evacuation Policy* available on the PVCC website and also in conjunction with the entire college as per the requirements for schools.

## **DOORS TO THE CHILDREN'S ROOMS**

Please make sure the doors to the children's rooms are closed at all times when they are not in use. Although it is kind to hold the door open for others, please make sure no child exits the room without their parent/guardian. Please ensure that as you leave your child's room that you close the children's room door behind you and that you close the entry door to the Plenty Kids foyer.

## **THE PLENTY KIDS STATEMENT OF COMMITMENT TO CHILD SAFETY**

Plenty Kids is committed to the safety and wellbeing of all children. This will be the primary focus of our care and decision-making.

Plenty Kids has zero-tolerance for child abuse. We are committed to providing a child-safe environment where children are safe and feel safe. Where their voices are heard about decisions that affect their lives.

Every person involved with Plenty Kids 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.

In its planning, decision-making and operations Plenty Kids will:

- take a preventative, proactive and participatory approach to child safety
- value and empower children to participate in decisions which affect their lives
- foster a culture of openness that supports all persons to safely disclose risks of harm to children
- respect diversity in cultures and child-rearing practices while keeping child safety paramount
- provide written guidance on appropriate conduct and behaviour towards children
- engage only the most suitable people to work with children
- have high-quality educators and volunteer supervision and professional development
- ensure children know who to talk with if they are worried or are feeling unsafe and that they are encouraged to raise such issues

- report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
- share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
- value the input of and communicate regularly with families and carers.

## CONCERNS AND COMPLAINTS PROCEDURES

Please feel free to speak to your child’s teacher about any concerns that you may have, no matter how small, so that that action can be taken. In most cases, the concerns can be resolved at this level. If however, you do not feel that the matter has been resolved, please discuss the matter with the Plenty Kids Director.

Further information can be found in the *PK Complaints and Grievances Policy* available on the PVCC website.

The Department of Education and Training (DET) Children’s Services Authorised Officer is also available to discuss any concerns:

### Contact Information of the regulatory authority

#### Department of Education and Training (DET)

**AREA:** North Western Victoria

#### North Western Victoria Region office:

Email: [nwvr@edumail.vic.gov.au](mailto:nwvr@edumail.vic.gov.au)

Phone: 1300 338 691

#### Greensborough office:

Postal address: PO Box 71, Greensborough, VIC 3088

Location: 1 Flintoff Street, Greensborough 3088

## PLENTY KIDS CODE OF CONDUCT

The *PK Code of Conduct Policy* reflects *Plenty Kids Philosophy*, beliefs and values, and is based on ethical principles of mutual respect, equity and fairness.

We ensure that all educators, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Plenty Kids adhere to the expectations outlined in the *PK Code of Conduct Policy* when communicating to and interacting with:

- children at the service and their parents/guardians and family members
- each other
- others in the community.

All educators, contractors, volunteers, students on placement, parents and guardians sign a *PK Code of Conduct Acknowledgement* form that confirms their agreeance to abide by the values, principles and practices set out within the *PK Code of Conduct Policy*.

## PRIVACY

Children’s learning often occurs with their peers, and we love to capture this with photos and or videos. Photos will play an important part in the documentation of each child’s learning, both individually and in

group settings. Photos are an extremely effective tool to use to share kindergarten experiences with parents/guardians and capturing exciting discoveries. We will only photograph and use these photographs of your child if you have given us written permission to do so (during your child's enrolment process).

If photos of students are required for any other promotional material (e.g. advertising), or if external agencies (e.g. local paper) wish to use photos of your child, parents will be asked to give specific permission.

Further information may be found in the *PK Privacy and Confidentiality Policy* available on the PVCC website.

## **CONFIDENTIALITY**

All matters concerning any child are kept confidential and are only discussed with the parent/guardian of the child. The *PK Privacy and Confidentiality Policy* is available on the PVCC website. We will only discuss your child/ren with other professionals if you have given us written permission to do so (during your child's enrolment process).

## **FEES**

Fees are set by the business manager in conjunction with the PVCC Board annually and are payable monthly in advance. Please refer to the *PK Fees Policy* available on the PVCC website. Families should contact the business office directly for any queries related to fees.

## **ENROLMENT**

A *Plenty Kids Application for Student Admission* form is available from the college office or the PVCC website. While priority will be given to children enrolled in Plenty Kids Early Learning Centre, enrolment in our kindergarten program does not guarantee enrolment into prep, and any future enrolment at the college is subject to the standard enrolment process.

All families enrolling their children at Plenty Kids need to ensure that they read and understand the *PK Enrolment and Orientation Policy* available on the PVCC website.

If an offer of enrolment is made for enrolment at Plenty Kids, the offer must be returned by the due date or the offer will lapse and the place will be offered to another child. The acceptance by you of an enrolment offer for your child(ren) to attend Plenty Kids will be deemed to be acceptance of all the conditions contained in this Handbook and the Enrolment Terms and Conditions, as amended from time to time.

Under Victorian legislation, we cannot confirm enrolment until all of the required paperwork has been submitted.

## **ADDITIONAL SUPPORT**

There are a range of resources, services and funding available to assist all eligible children to access and be fully included in a kindergarten program and to enhance the learning and development needs of all children. This includes such things as additional government funding for Aboriginal and Torres Strait Islander children, children who have been identified to be vulnerable and children with additional needs. If you have any questions about this, or would like to assess your eligibility to access these support services, please ask your child's teacher or the Plenty Kids director.

## **POLICIES AND PROCEDURES**

In line with the National Law and Regulations, Plenty Kids have developed a number of key policies and procedures in order to provide quality education and care services to Plenty Kids families. These policies and procedures comply with the National Quality Standard (NQS) that has Quality Areas (QA) against which the kindergarten will be assessed and rated. The seven quality areas are:

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

To assess whether the values and purposes of these policies have been achieved, we encourage parents/guardians and children to provide us with regular input/feedback in relation to these policies so that we can determine their effectiveness in the Plenty Kids environment. Plenty Kids will keep the policies up-to-date with current legislation, research and best practice and will revise these policies and procedures as part of the centre's policy review cycle, or as required. We encourage parents/guardians to read and comply with these policies and procedures to ensure the safety, health and wellbeing of children attending Plenty Kids Early Learning Centre.

Below is a list of the Plenty Kids Early Learning Centre policies. These are available on the PVCC website.

## **PLENTY KIDS POLICIES**

- *PK Acceptance and Refusal of Authorisations Policy*
- *PK Administration of First Aid Policy*
- *PK Administration of Medication Policy*
- *PK Anaphylaxis Policy*
- *PK Asthma Policy*
- *PK Child Safe Environment Policy*
- *PK Code of Conduct Policy*
- *PK Complaints and Grievances Policy*
- *PK Curriculum Development Policy*
- *PK Dealing with Infectious Diseases Policy*
- *PK Dealing with Medical Conditions Policy*
- *PK Delivery and Collection of Children Policy*
- *PK Determining Responsible Person Policy*
- *PK Diabetes Policy*

- *PK Emergency and Evacuation Policy*
- *PK Emergency Management Plan*
- *PK Enrolment and Orientation Policy*
- *PK Environmental Sustainability Policy*
- *PK Epilepsy Policy*
- *PK Excursions and Service Events Policy*
- *PK Fees Policy*
- *PK Food Safety Policy*
- *PK Governance and Management of the Service Policy*
- *PK Hygiene Policy*
- *PK Incident, Injury, Trauma and Illness Policy*
- *PK Inclusion and Equity Policy*
- *PK Information and Communication Technology Policy*
- *PK Interactions with Children Policy*
- *PK Nutrition Oral Health and Active Play Policy*
- *PK Occupational Health and Safety Policy*
- *PK Participation of Volunteers and Students Policy*
- *PK Privacy and Confidentiality Policy*
- *PK Relaxation and Sleep Policy*
- *PK Road Safety and Safe Transport Policy*
- *PK Staffing Policy*
- *PK Sun Protection Policy*
- *PK Supervision of Children Policy*
- *PK Water Safety Policy*

## **OUR CHRISTIAN VALUES**

As a Christian body committed to our faith we:

- worship God because He has demonstrated His love to us and deserves our highest praise
- seek to model the life of Christ because, through Christ, God has shown us how He wants us to live
- uphold the standards of good and right acclaimed in the Bible because we believe that the Bible is God's Word
- rely on prayer and the Holy Spirit because we believe that God has provided these as a means of relating with Him
- spread the Good News and seek ways to serve God because we believe that all people should have the opportunity to respond to the love of God and make the world a better place in which to live.

As individuals we:

- act with integrity, self-control and humility because we believe that God is just and holds us accountable for our actions
- practise moral values such as honesty, patience, justice and mercy because we believe that God wants us to follow His example of righteousness
- base our relationships on love, forgiveness and reconciliation because we believe that we should follow the example of Christ's love for us
- aspire to excellence and wisdom in the use of our abilities and talents for the benefit of others because we believe that these are gifts entrusted to us by God.

As members of the community we:

- seek to discover who we are and our place in the universe because we believe that we learn about God through His creation
- value the uniqueness of individuals and provide a nurturing, caring environment because we are all precious in God's sight
- show respect, tolerance and live in harmony with others because we believe in the equal right of all people to live in peace
- help those in need from a sense of compassion because we believe that we should love one another
- seek ways to sacrificially serve the community because we follow Christ's example of serving others.

As humankind we have hope for the future because we believe that we are created by God and redeemed by Jesus Christ.

**WE WARMLY WELCOME YOUR FAMILY WITH OPEN ARMS INTO THE PLENTY KIDS COMMUNITY AND PLENTY VALLEY CHRISTIAN COLLEGE!**



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