

Parent Handbook



Sherbourne
Preschool

A stylized graphic in the background of the page. On the left, a thick, light grey branch curves upwards. Several large, light grey leaves are scattered around the branch. In the upper right, a light grey bird is shown in flight, facing right. At the bottom of the page, there are several curved, light grey shapes that resemble a landscape or a stylized ground.

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Dates for Your Calendar

Family Welcome Night: Friday 18 February 2022

Preschool Open Day: Saturday 26 February

Committee Meetings: second Tuesday of every month

Welcome to our preschool

Welcome to Sherbourne Preschool. We look forward to getting to know you and your family and sharing a happy and fulfilling year with you! Please do not hesitate to speak to your child's teacher if you have any further questions.

2022 Educators

Director and Lead Teacher: Jo Barker

4YO Group EC Teacher: Jo Barker

4YO Group EC Teacher: Tracy Simpson

4YO Group Educator: Kim Evans

4YO Group Educator: Sabine Morrison-Deege

3YO Group EC Teacher: Narelle Allen

3YO Group Educator: Sabine Morrison-Deege

Educare Leader: Erin Holmes

Educare Educator: TBA



Session Times

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3YO GROUP 8.30am – 12.30pm	4YO GROUP Group 1 & 2 8.30am – 4pm	3YO GROUP 8.30am – 11:30pm	4YO GROUP Group 1 & 3 8:30am – 4pm	4YO GROUP Group 2 & 3 8:30am – 12:30pm
EDUCARE 3 & 4YO 12.30pm-4.00pm		4YO GROUP Group 2 & 3 12:30pm – 4pm		EDUCARE 3 & 4YO 12.30pm-4.00pm

2022 Term dates

Term 1	28 January	8 April
Term 2	26 April	24 June
Term 3	11 July	16 September
Term 4	3 October	20 December

***Please note:** the first 2 days of Term 1 will be for educators to set up the kindergarten. Interviews are arranged before a child starts kindergarten to ensure families have the information they need and educators have the information they need to collect on enrolment forms before a child can begin attending kindergarten. You will be notified of starting dates and times before the start of Term 1.

2022 Public holidays

The Preschool will be closed on the following dates:

Labour Day: **Mon, 14 Mar**
Anzac Day: **Mon, 25 Apr**
Queen's Birthday: **Mon, 13 June**
Melbourne Cup: **Tue, 1 Nov**

The preschool will be closed on

Staff Annual Conference Day: **TBA**
Orientation Day for children attending 2023: **Wed, 23 Nov**
Organisational/staff clean-up day: **Tue, 20 Dec**



The Committee of Management

Sherbourne Preschool is a community managed service. Banyule Council owns the building and management rests with a volunteer Committee of Management. The Committee is comprised of parents elected at the Annual General Meeting each year. The Preschool is an Incorporated Association, with the Committee obliged to follow a set of rules (commonly referred to as the Constitution) and to provide a service that meets the needs of the community, manage the preschool and employ the staff within the funding guidelines and the Education and Care Services National Regulations.

Statement of commitment to child safety

Sherbourne Preschool is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives. We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

Sherbourne Preschool is committed to being a child safe and child friendly organisation that recognises, respects and promotes children's rights.



Philosophy

We aim to provide a warm, safe, caring and welcoming environment for each child and their families; in accordance with the guidelines of the Victorian Early Years Learning and Development Framework – Belonging, Being and Becoming.

We promote cultural awareness and value the unique qualities of each family. Strong partnerships with families are integral to support a child's learning and wellbeing. Families are encouraged to contribute to and participate in the program, sharing their beliefs, traditions and skills.

Family Involvement at Preschool

Volunteering to help at preschool is a wonderful way to observe your child in the preschool environment, for your child to share their favourite preschool experiences with you and to become acquainted with their friends. Parent helpers' assistance can also free up the teachers to focus on teaching tasks.



The first days of Preschool

Your child will be starting Preschool with new adults in an unfamiliar environment. Some children feel overwhelmed and shy when they start preschool. If your child is feeling uncertain, we encourage parents to stay and help them settle in for a few sessions until they become familiar with their new surroundings.

During the first four weeks of term 1 we start with smaller groups and shortened session times. This allows the children to successfully settle into the preschool environment and allows us to get to know your child and establish trust. The small groups also assist the children in becoming familiar with their new routine without feeling overwhelmed in a large group.

Keeping in touch

We use a platform called Storypark to communicate with families via regular posts. This includes both reminders and reflections of our time spent at Preschool. We will provide information to you about how to sign up and get the app. Please ensure that you are signed up to Storypark.

We also have a quarterly newsletter, a Facebook page, a notice board and your child will have a pigeon hole for other notices.



Arrival and Departure

When you arrive and depart from preschool, the teachers would like to greet/say goodbye to both child and parent.

Once your child has settled at an activity, we encourage you to say goodbye to your child and leave, so then your child can continue their preschool session. Please make sure that a staff member is aware that your child has arrived, and/or departed.

Please be punctual when picking children up as being the only one left can be distressing for the child, and teachers have other tasks to complete at the conclusion of each session.

If there is any likelihood of you being delayed, please phone the preschool to let staff know. It is also important to notify the teacher in advance if other persons are to be delivering or collecting your child from preschool. The details of these persons need to be on our enrolment records.



Attendance Book

Parents/Caregivers **MUST** record the **TIMES OF ARRIVAL** and **EXPECTED DEPARTURE** of your child and **SIGN** and **NAME** of who is collecting your child in the attendance book. Please record your arrival and departure time in the visitors book when you are on duty or visiting the centre whilst a Preschool session is in progress.

Photo & Videos

We believe photographs and videos are an extremely rich part of the preschool program, which can be used to record wonderful memories for the children, families and preschool staff alike.

Photographs/videos taken by the staff will always be taken with a clear purpose in mind, (educational, social, promotional, etc), and the benefits of taking them will always be carefully weighed up against any possible costs/concerns. Photographs/videos taken of individual children by the staff, will be shared through digital documentation (Storypark), kept securely at the Preschool or destroyed after they are no longer required.

Parents **MUST** consult with the preschool teacher, however, before photos/videos are taken of any child other than their own. Parents/guardians may take group photographs/videos of their own child/children at special service events such as birthdays, excursions and other activities. Parents must ensure that where the photographs/videos include other children at the service they are sensitive to and respectful of the privacy of those children and families in using and disposing of the photographs/videos. This includes not sharing the photographs containing other people's children on any publicly accessible online service (including but not limited to Facebook, Twitter, Instagram, Flickr, personal blogs) or shared via MMS (mobile phone messages).



Fees

Preschool fees are payable at the end of each term and will be invoiced via email. We do not accept cash or credit card. Please [click here](#) to read our full fees policy.

Healthcare/concession cardholders are not required to pay fees for our 3 and 4-year-old programs. Please see our fees policy or contact our fees officer for more information at fees@sherbournepreschool.com

Educare Program

Educare is an additional program offering unfunded extra hours of early childhood education. This program:

- Provides an opportunity for families to have an extended day of care, with the advantage of sending your child to Sessional Kindergarten.
- Provides your child with an opportunity to expand on social skills with children that attend on different days.
- Educare is not part of the 3 year old or funded 4 year old kindergarten programs, but is in addition to, and allows cross aged teaching of 3, 4 and 5 year olds.

Educare is run by a Diploma Qualified Educator and is open to all children enrolled at Sherbourne preschool. Educare is open to all Sherbourne families regardless of what day their child attends the sessional kinder program.

Birthdays and Gifts

We love to celebrate each child's birthday at Kindergarten and have developed a simple but fun birthday ritual.

In line with our Nutrition and Active Play, and Sustainability policies, our birthday rituals will not involve food. Parents are requested NOT to bring anything to hand out. This includes birthday treats, lollies, lollypops, stickers, balloons, novelties, etc.



Hot Day Policy

On days that are forecasted to reach temperatures 40 degrees and above (as forecasted by the Bureau of Meteorology), Preschool sessions will not operate (no Children). Families will be notified by 8.00 pm the night before via text message SMS to both legal guardians.

On days where the temperature is to reach 38 degrees and above parents will be encouraged to keep their child at home or arrange for their early collection.

What to wear

The staff will do their best to protect the children's clothes. The children will wear smocks when painting, playing with clay and other such activities. However, it is not possible for children to stay clean at all times and so it is best for children to wear clothes that wash easily.

Preschool is a place where children are encouraged to get involved in activities of all kinds. They need to be able to get dirty, climb freely and move without restriction. Please remember to dress your child in clothes that they can manage themselves. For example, pants that pull down easily when children go to the toilet. Children should wear shoes for playing (no thongs or crocs). Long dresses, singlets and high heeled shoes are also inappropriate for playing.

Jackets, Hats, Sunscreen

In winter the children will need to bring a warm coat or jacket as we will be playing outside for part of each session. The children can also bring their gumboots, but we ask that they also bring shoes to wear inside.

We are a Sunsmart preschool. From September to May the children will need to bring a hat (bucket or broadbrim hat style) that will stay at the Kinder in your child's hat pocket for this period of time. Please apply sunscreen on your child before they arrive at Preschool. 50+ sunscreen will be available at the Preschool for reapplication from staff to your child when required. We have suitable hats available for purchase. Please refer to our 'Sun Protection Policy'.



What To Bring

Spare clothes in a bag

We love to get wet at Preschool both inside and outside. It is also common in the early stages of Preschool that children in both age groups have the occasional accident. Please keep labelled spare clothes in their bags.

Preschool Bag

Children are asked to bring a Preschool bag each day, big enough to carry artwork home in. Each child will be given their own hook where these bags can hang. Please ensure that your child has a spare set of clothes including a sun hat. Please label the bag clearly with your child's name and ensure they can open and close it independently.

During the long day (4YO Group) there is a rest/relaxation time. Please provide pillowcase containing a small blanket and pillow for your child to use during this time. Please ensure all items are clearly named. The relaxation items will be sent home at the end of each term for laundering.

Snack Time

We ask parents to provide a healthy snack such as fruit in a container with your child's name clearly labelled. Please also provide a water bottle. For our 4 year old group, please also pack a healthy lunch. (No soft drink, juice or cordial).

Please ensure your child has at least one piece of fruit or vegetable for snack each session. Please bring snacks in reusable containers without wrapping. This teaches the children to care for their environment and reduces the rubbish at Preschool.

Food for 4YO long days (Tues/Thurs)

A substantial lunch and 3 snacks, in a named lunch box (as above) should be supplied. At least 2 pieces of fruit should be included, one for morning fruit snack and one for later in the day. Children can become quite hungry on the long days so it is advisable to pack extra food.

Food allergies of other children should be considered therefore we request that you do not bring foods that may contain nuts.



Parent Partnerships

From time to time your child's teacher will informally chat with you about your child's experiences at kindergarten; however, teachers are available to discuss your child's progress if requested. A brief conversation before or after a session, or during your time of family participation/involvement can sometimes provide the information you need. If you require a more detailed discussion, please speak with your child's teacher to arrange a meeting outside session time.

Parent Roster

A parent helper roster is placed with the sign-in books each day. We ask families to volunteer for parent helper duty at least twice a term. Stay for as little or as long as it is convenient. We request that all families obtain a working with children check as this fosters confidence in our preschool community.

Working Bees

There will be a working bee each term to ensure our Preschool is kept clean and well maintained. Each family is encouraged to attend at least two working bees per year. Tasks are coordinated by the Maintenance Co-ordinator and could include: gardening tasks, clean up tasks, building assistance, painting, inventory. Families are eligible to have their maintenance levies refunded after attending two working bees throughout the year.

Laundry

A roster will be on display for families in the 4-year-old program.

Excursions

We will ask for additional parent helpers for our scheduled excursions.

