



CHRIST CHURCH
GRAMMAR SCHOOL

SINCE 1898



**KINDERGARTEN
HANDBOOK FOR
PARENTS**



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PHILOSOPHY

At Christ Church Grammar School, we know that children learn best when their individual needs are identified and addressed in a nurturing, supportive and encouraging environment with positive role models. Being a happy and fulfilled person is important and essential to a child's engagement in learning. Each child is first and foremost a member of a family. Parents and other significant family members are a child's first and most important teachers. At Christ Church Grammar School we have been cherishing families since 1898.

All children begin school with their own learning styles, culture, passions and interests. We believe every child is competent and curious, capable and motivated to learn about their world through inquiry, active exploration and questioning. Active inquiry and social interactions help children make sense of their world and develop social and emotional understandings and self regulation.

Children develop confidence and a sense of self as they gain independence, competence and feel heard and accepted for who they are right now. We guide every child towards developing the resilience needed to deal with life's "little bumps" effectively. We focus on children's holistic development and strengths.

We support children to value differences and the richness that a diverse community and other perspectives can bring to us. We provide all children with a high quality early childhood education.

Our environment plays an important role in encouraging children to be independent and capable problem solvers. Teachers create a comfortable and nurturing environment that provides choice within predictable, yet flexible routines helping each child find a sense of belonging and ownership. We create learning environments incorporating multi-sensory spaces that offer natural materials and open-ended experiences.

School Values

At Christ Church Grammar School we:

- *Cherish Individuality*
- *Show Respect*
- *Inspire Excellence*
- *Think Globally*
- *Have Faith*

CURRICULUM

The Victorian Early Years Learning and Development Framework (VEYLDF) guides our planning. We are inspired by a holistic approach including inquiry-based and intentional teacher-initiated learning experiences.

WHAT IS THE NATIONAL QUALITY FRAMEWORK?

The National Quality Framework (NQF) was the result of an agreement between all Australian governments to work together to provide better educational and developmental outcomes for children.

The National Quality Standard (NQS) is a key aspect of the National Quality Framework (NQF) and sets a high, national benchmark for early childhood education and care.

The NQS brings together the 7 key quality areas that are important to outcomes for children:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

Learn more on the ACECQA website

CCGS received an Exceeding rating in 2019

LITERACY AND NUMERACY

Literacy and numeracy skills are embedded into our everyday programs and intentional interactions. Oral language, storytelling, music and rhymes are essential building blocks for early readers and writers.

Educators help children apply these skills in meaningful experiences and projects.

PHONICS

The introduction of phonics in the early years' program provides a stepping stone to the reading program in Prep and Year One at the school.

The program is developed from evidence based literacy research with an emphasis at the first stages, on explicit teaching in the following developmental areas:

- Phonics
- Phonemic awareness

PROFESSIONAL DEVELOPMENT

A growing body of research establishes a direct link between teacher quality and student learning. Early years' staff at Christ Church Grammar School form part of a professional learning community engaging in research and committed to best practice and the ongoing improvement of themselves as educators. Evaluation and self-review enables us to continuously improve our policies, procedures and practices. This contributes directly to improved learning outcomes for all children. Planning and assessment is a team effort that follows a cycle of data collection, analysis and goal setting and is driven by children's interests, level of development and skill.



STARTING AT CHRIST CHURCH GRAMMAR SCHOOL

STRUCTURE OF THE DAY

There are a number of things you can do to help your child settle in to kindergarten.

Over the summer holidays, drive or walk by to familiarise yourself and your child with the surrounding environment. Talk with your child about kindergarten and share positive memories about your own time at kindergarten. Encourage your child's independence by supporting them to feed, toilet and dress themselves. Being able to manage these self-help skills for themselves, boosts your child's self-esteem and confidence at kindergarten.

If your child has not attended child care or other regular care or you feel they may have difficulty separating, you should talk with your teacher about supporting your child's transition to kindergarten. It is very important to us that kindergarten is a positive and enjoyable experience for your child and your family.

TRANSITION TO SCHOOL

The children who have attended kindergarten at Christ Church Grammar make a very smooth transition to school. They are already familiar with their surroundings, their uniform and with the Parkside teachers. They enjoy opportunities to play in the school playground and in Fawkner Park. The continuity and security of moving on to Preparatory with their friends gives them enormous advantage in their transition to school.

SOCIAL AND EMOTIONAL DEVELOPMENT

Kindergarten is a time when young children's emotional and social skills develop. Our educators support and guide the children to learn about getting along with others, solving problems together, expressing their emotions and developing self-control. When your child learns to deal with challenges, they develop resilience that sets them in good stead for primary school and life beyond. We encourage parents to speak to us if they have any concerns about their child's social and emotional development.

DAILY ROUTINE

8.00am-8.15am Before School Care available. This is a free service which is located in main school and managed by the school. The children are walked down to their ELC classroom by school staff.

8.15am-8.40am Classrooms open

It is important that the children arrive between 8.15am to 8.40am, so that they develop a sense of belonging to the group and are part of the morning routine.

WHAT YOUR CHILD NEEDS TO BRING TO KINDER

- Backpack
- Morning tea (snack box)
- Lunch
- Water bottle
- Spare clothes (including socks)
- Kozy Koala
- Rain jacket
- Hat
- Family photo
- Library bag

THREE YEAR OLD GROUPS

The daily schedule will begin at 8.45am with a morning meeting. The program includes a balance of indoor and outdoor learning experiences.

At the beginning of the year, specialist classes are held within the kindergarten until the children are ready to attend sessions at the Main Campus. These include Music, Library and Perceptual Motor Program.

FOUR YEAR OLD GROUPS

The daily schedule will begin at 8.45am with a morning meeting. The program includes a balance of indoor and outdoor learning experiences. The children also participate in library, Perceptual Motor Program, and music at the Main Campus.

The kindergarten program finishes at 3.00pm and collection time is between 3.00pm and 3.15pm

AFTER SCHOOL CARE PROGRAM

3.30pm-6.00pm After School Care is available by our provider Extend.

The children are collected from the Kindergarten at 3.15pm and walked to After Care by an educator from the kindergarten.

EXCURSIONS

We plan incursions (with visiting educators) and excursions (adventures further afield) to enrich the learning program. We love having parent helpers for these outings. All parent helpers must have a current Working with Children Check (WCC). You can apply for your WCC at:

www.workingwithchildren.vic.gov.au

QUIET REST TIME

Being in a group setting for six hours is both physically and emotionally challenging for young children and having the chance to rest is vital for their wellbeing. Rest time is an opportunity for children to relax their bodies and enjoy a change of pace.

You are required to bring along a Kozy Koala rest mat [information available from kindergarten staff], so that your child can rest at kindergarten.

MEAL TIMES

Meal times are scheduled throughout the day. Children are able to access their water bottle as needed and are welcome to request something from their snack or lunch box if they are hungry between meals. Meal times provide an opportunity to discuss hygiene, health and nutrition. We talk about 'sometimes' foods and 'always' foods to encourage children to make healthy food choices.

Parents should provide a healthy snack (preferably fruit) and lunch in separate containers. Water bottles need to come to school each day and a cold pack is ideal for keeping food cool and safe before lunch.

As many children in Australia suffer from potentially life-threatening allergies including anaphylaxis we ask that all food brought to the kindergarten contains no nuts or nut products including peanut butter, Nutella, muesli bars with nuts, shortbreads made with almond meal etc. You will be notified of other foods to avoid once all food allergies and anaphylaxis are known. We talk about good nutrition each day, focusing on whole foods. We encourage families to adopt a sustainable approach towards food packaging.

BIRTHDAYS

This special day is celebrated with the class. Families are welcome to bring cupcakes, however, you must include a list of all ingredients. Please communicate directly with your child's teacher prior to the day.

Party invitations should be posted from home and cannot be placed in children's lockers or handed out in the playground.

CLOTHING

All kindergarten children wear their uniform each day.

Children learn through messy and sensory play and we do not want this valuable learning inhibited. Children need to be able to manage their own shoes and can wear shoes with velcro. Parents should ensure all items of clothing and footwear are clearly named. A bag of spare clothing is to be placed in your child's locker in case of accidents.

UNIFORM SHOP

Managers: Joanna Rogalsky
and Audrey Marriner
Tel: (03) 9804 5781
Email: uniformshop@ccgs.vic.edu.au

Opening hours

Wed 8.15 -10.30am 2.00 - 5.00pm

Friday 8.15-10.30am

Other times by appointment only

A full list of the uniform requirements can also be downloaded from the school website www.ccgs.vic.edu.au

HEALTH AND WELLBEING

PASTORAL CARE

School is an important time for learning and developing more sophisticated social skills and we understand that at this age and stage children continue to need support and guidance. Teachers model pro-social behaviour and encourage children to speak honestly with each other. We help them to talk through problems with their friends and we encourage them to vocalise and celebrate happy times too. Teachers are wonderful observers and know the right time to step in and support, and when to empower a child to resolve an issue themselves.

We aim to build courageous and kind people who show respect for themselves and others. We encourage inclusion and respect there will be time that children want to play alone for a while.

Christ Church Grammar School is a safe and happy place where it is okay to be yourself and there is always a helping hand when you need it. We encourage parents to talk to us in a timely manner if they have concerns about their child's social development.

The needs of all students are supported by:

- Classroom teachers
- Director of ELC
- Head of Early Years
- Head of Individual Differences
- School Chaplain
- Senior Leadership team

We also have access to a range of outside professionals who support families with their child's development.

ACCIDENTS AND ILLNESS

If your child is unwell it is best that they remain at home until fully recovered – this ensures that illness does not spread to other children. If a child becomes ill at school, we will call you immediately. If you are not available, we will call your emergency contact person.

All staff are trained in first aid, asthma and anaphylaxis management. If your child suffers an accident, trauma or injury at school you will be required to sign the accident form. Staff can only administer medications prescribed by a doctor that are in their original containers. If a child requires pain relieving medication, we would deem them too sick to be at school.

All medication must be recorded into the medication register and handed to an educator in the morning. Please ensure that you collect this medication at home time. Medications and any dangerous goods must not be left in children's bags.

Please inform us if your child is diagnosed or suspected to be carrying communicable illness. An exclusion table has been included in your information package.

See attached Exclusions Table

ALLERGIES AND MEDICAL CONDITIONS

Cases of severe allergy including anaphylaxis are on the increase in our society.

Staff are trained to deal with First aid including specialised training in anaphylaxis and asthma care. Families of children with severe medical conditions are required to provide the school with an emergency management plan signed by their doctor, along with providing a set of any medication to remain at the school.

Families will be given the relevant policy information and required to assist in the development of a risk management assessment with staff. Please inform the Registrar of any serious conditions prior to your initial interview so that a longer interview time can be arranged.

COMMUNICATION

TOILETING

Toileting reminders and assistance are provided when required. Staff always help to change children if they have an accident, providing reassurance and privacy. Please speak to your child's teacher or the ELC coordinator if you would like additional support or information regarding toilet training

HEAD LICE

Head lice are common in school settings and can be a recurrent problem. A little tea tree oil at the base of the hair line and behind the ears, or a few drops of lavender oil in your shampoo or hairspray may be of assistance, as head lice don't like hair products at all. Please notify us if your child has head lice and we can send a letter to all parents so that hair can be checked and treatment provided at home.

SUN PROTECTION

Please put sunscreen on your child each morning in Terms 1 and 4 before bringing your child to kindergarten. We will help your child to re-apply sunscreen for outside play. Your child is required to wear a hat outside during Terms 1 and 4.

SCHOOL OFFICE

The office is open from 8.00am-5.00pm each day. Please call the office to notify us of absence due to illness at the beginning of the day.

You can also email: enquiry@ccgs.vic.edu.au to inform the school of changes to address, email or contact details, queries about fees, and updating your child's medical history.

DELIVERY AND COLLECTION OF CHILDREN

Children must be signed in and out each day via Xplor. This is a legal requirement. Parents may sign in and out by accessing the QR code using their mobile phone. Any other person(s) who are authorised to collect your child must have their details added to the Xplor enrolment form. These 'Hub Guests' sign the child in and out by entering their sign-in credentials on the iPad provided.

If parents have a last minute change, please telephone the office and the staff will put you through to the Head of Early Years or the ELC Coordinator. Messages will be passed on to each teacher.

The school always contacts parents if a child is not collected at the usual time.

LATE ARRIVAL/EARLY DEPARTURE

We ask that you keep us fully informed of late arrivals or early departures by phone or email to the teacher.

Changes to pick up times or collection arrangements should also be communicated to your class teacher in a timely manner. Please note a teacher cannot release your child to anyone other than those friends or family nominated unless written or phone notification is given to the school.

XPLOR

The Xplor Home app provides you with access to documentation about your child's health and safety, and their learning and development. Updates are sent directly to you via the Xplor Home app, allowing you to remain connected and informed. You will have access to your child's individual and group learning observations, program reflections and planning documentation.

PARENT TEACHER MEETINGS

Early Term 1

New student orientation interviews or parent/teacher meetings for current students.

ELC Information Evening

End of Term 2

Formal written reports sent to parents

Early Term 3

Parent/teacher meetings

End of Term 4

Formal written reports sent to parents

Educators love the opportunity to chat to parents before and after kindergarten. We are also available for more extended conversations, so please make an appointment to meet at any time during the year.

PARENT AND FAMILY PARTICIPATION

PARKING

Limited parking is available in the Presbyterian Church car park. It is essential for the children's safety that particular care is taken when supervising them in the car park. Children must remain with an adult, and not run ahead to the kindergarten or to their car. It is against the law to leave children in your car whilst coming in to collect your child.

We request that parents limit parking to ten minutes to allow all families to access the service.

BIKES AND SCOOTERS

No scooters or bikes are to be ridden on school grounds.

At Christ Church Grammar School we see parents as partners and we love having you join in with us. Please come and discuss how you can contribute to our kindergarten curriculum.

In line with the school's *Child Safe Policy and Victorian legislation*, all parent helpers require a Working with Children Check.

The Working with Children Check is easy to obtain and free for volunteers www.workingwithchildren.vic.gov.au

Parenting Information sessions are held each term and are advertised in the school's newsletter, *The Bluey*.

FRIENDS OF CHRIST CHURCH GRAMMAR SCHOOL

Friends of Christ Church Grammar School work to foster and enrich the community spirit and they provide a friendly face at many school events. Together with class representatives, they coordinate a family buddy program to assist families in need or new to the school.

Friends meetings are held at 8.30am on the first Wednesday of every month and all parents are warmly welcome to attend.

KEY CONTACTS

GENERAL ENQUIRIES

Christ Church Grammar School
Tel: 9866 3540
Email: enquiry@ccgs.vic.edu.au

ENROLMENT ENQUIRIES

Jane Eddy, *Head of Early Years*
Tel: 9866 3540
Email: registrar@ccgs.vic.edu.au

TEACHING, LEARNING, PASTORAL CARE ENQUIRIES

Jane Eddy, *Head of Early Years*
Tel: 0499 555 387
Email: jane.eddy@ccgs.vic.edu.au

Sharon Seeto, *ELC Coordinator*
Tel: 0417 828 533
Email: sharon.seeto@ccgs.vic.edu.au



POLICIES AND PROCEDURES

GRIEVANCE PROCEDURES

Should you wish to lodge a grievance about our procedures please note the following details.

Our provider Approval Number is: 00002036 Service: SE-00003396

Name and phone number of person at this centre to whom complaints may be addressed: Neil Andary & Jane Eddy 9866 3540

Complaints to the Department of Education and Early Childhood Development:
www.education.vic.gov.au/licensedchildservices/
Email: licensed.childrens.services@edumail.vic.gov.au

GPO Box 4367 Melbourne VIC 3001
Tel: 1300 307 415
Fax: (03) 9651

Footscray office

Phone: 1300 333 232
Fax: 03 8397 0303
Postal address: PO Box 2141, Footscray, VIC 3011
Location: 900/1 McNab Avenue, Footscray 3011
Area: Western Melbourne

CHILD CARE BENEFIT

A Commonwealth benefit is available to assist families with childcare costs. The benefit is paid direct to a bank account by the Family Assistance Office (FAO). Parents must meet the registration requirements specified by the FAO.

Items billed by Christ Church Grammar School that are eligible for the benefit include kindergarten tuition fees, composite fee, school bus service, out of school care and holiday program fees. The fees must be paid in full and a special receipt then requested from the School Office for submission to the FAO.

Please note that the 50% rebate does not apply to this service.

From 2 July 2018 the government abolished the Child Care Rebate and Child Care Benefit. The two payments are replaced with a single payment, the Child Care Subsidy www.education.gov.au/child-care-subsidy-0

The policies listed below are available in the Christ Church Grammar School Kindergarten Policy Manual in each classroom. Any parents wanting to assist in our regular policy review schedule, please advise the Head of Early Years.

HEALTH AND SAFETY POLICIES

Nutrition Food Beverages and Dietary Requirements and Active Play

Water Safety

Child Safe Environment

Hygiene Policy and Guide to Handling Cleaning Products

Supervision of Children

Delivery and Collection of Children

Excursions

Emergency and Evacuation – Counter Disaster Plan

Acceptance and Refusal Of

Authorisations For A Child to Leave the Service

Dealing with Infectious Disease and School Exclusion Table

Dealing with Medical Conditions - Pupil Health Support Information

Anaphylaxis

Administration of First Aid

Incident, Injury, Trauma and Illness

Sunsmart

STAFFING POLICIES

Code of Conduct

Determining the Responsible Person Present

Participation of Volunteers and Students

Employment of Qualified Staff

Curriculum Development

RELATIONSHIPS WITH CHILDREN

Interactions With Children

SERVICE MANAGEMENT

Governance and Management of The Service Including Confidentiality of Records

Privacy Policy

Admission Requirements, Enrolment and Orientation Policy and Procedures

Payment of Fees

Respectful Workplace Policy (Bullying Harassment and Discrimination)

Support Policy Dealing with Complaints: Christ Church Grammar School Grievance Policy

FURTHER INFORMATION

WHEN TO START KINDERGARTEN

Most children start kindergarten in the year before school, and would turn 4 prior to the 30th April of their four-year-old kindergarten year. This is sometimes called a “15 hour program” or “funded kindergarten”. The government assists all kindergartens with the cost of your child attending for 15 hours each week.

This helps keep your Kindergarten fees lower. The funding that the CCGS Kindergarten receives is based on the family occupation data that is submitted to the department.

CCGS already offers kindergarten for three- year-old children. Currently this program is not subsidised by the government. Funded Three-year-old Kindergarten is being introduced in stages throughout the state. In 2022, five hours per week of subsidised kindergarten will be available at CCGS and across the rest of the state. In 2023, the funding will increase to 15 hours. This will be paid directly to the school and CCGS fees will be reflected to accommodate the new funding a child receives.

EARLY ENTRY TO KINDERGARTEN FOR GIFTED CHILDREN

Starting kindergarten early might be appropriate for your gifted child if you want them to also start school early. To apply for Early Start Kindergarten your child must be at least three years and six months old by 30 April in the year they start a funded kindergarten program. If your child fits this criteria the ELC Coordinator will arrange a meeting to discuss the process.

EARLY START TO SCHOOL- CRITERIA

Being granted early entry to kindergarten doesn't guarantee an early school entry to another school. CCGS, as an independent setting, can give written permission for your child to attend kindergarten and school early after a consultation and assessment

process. However, this does not give the child automatic entry and acceleration into other independent schools or government schools, you'll need to send a written request to your closest regional office or school principal.

To start school early your child must:

- have a formal cognitive assessment that happens when they're four years old. The school can guide you in finding a professional who can support this process.
- be assessed as exceptionally gifted (WPPSI-IV results of at least 130 FSIQ)
- be considered at risk of long-term educational disadvantage if they don't start school.

Applications for early entry to school are determined in term 4 of the year before the requested entry.

FINISHING LATER

Sometimes your child might need a second year of Kindergarten if they have a developmental delay.

You need to seek an exemption from the school if your child turns six before, or while they're at funded kindergarten.

Children can go to kindergarten when they're six years old if they have a disability, developmental delay or it's a special situation.

If your child will turn six before or while they're in their first or second year of funded kindergarten, you must get an exemption from starting school.

SECOND YEAR OF FUNDED FOUR YEAR OLD KINDERGARTEN

You can apply for an exemption from school if a declaration form has been filled in by your child's teacher and sent to the department. The form confirms your child has a delay in two or more key developmental areas. The school supports you in completing your child's

documentation and it will be submitted by the teaching team to the department on your behalf.

KINDERGARTEN INCLUSION FOR CHILDREN WITH A DISABILITY

At CCGS support is available within the school and from a multidisciplinary team to plan and implement a program that is responsive to the individual abilities, interests and needs of children with a disability, developmental delay or complex medical needs. CCGS is an inclusive school and ensures that all children can participate, learn and develop in an environment that supports their individual strengths and interests.

Inclusive programs provide for each child's interests and abilities, across all learning and development outcomes identified in the *Victorian Early Years Learning and Development Framework (VEYLDF)*.

KINDERGARTEN FEES

The kindergarten program fees are partly paid by the Victorian government directly to the School and the amount of funding is based on the parent occupation data collected by the school and shared with the department for funding requirements.

All kindergartens charge fees to help meet the cost of running kindergarten programs. Fees are set by individual kindergartens and depend on things like how many hours your child attends and whether there are extra costs such as excursions.

A fee reduction is incorporated into school fees to reflect the state governments funding contribution for four year old and three year old kindergarten each year.

In 2023, 5 hours of funded three-year-old kindergarten will be provided to the school and this new funding will be reflected in the 2023 fee schedule for three-year-old children.

The CCGS Fee Schedule is available on the school website and if you require further assistance or information contact jane.eddy@ccgs.vic.edu.au

PRIORITY OF ACCESS- KINDERGARTEN FEE SUBSIDY

The kindergarten fee subsidy allows children to access up to 15 hours of funded kindergarten delivered by a qualified early childhood teacher at lower cost.

Your child is eligible for the kindergarten fee subsidy:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).
- or if your child holds or has a parent or guardian who holds, one of the following:
 - a Commonwealth Health Care Card
 - a Commonwealth Pensioner Concession Card
 - a Department of Veterans Affairs Gold Card or White Card
 - Refugee or Asylum Seeker visa (200- 204, 786 or 866)

Bridging visas for any of the above Refugee or Asylum Seeker visas

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the kindergarten fee subsidy. Please speak to your kindergarten service for more information.

You can talk to the staff at your kindergarten service about your child's eligibility, and

show them your concession card, visa, birth certificate or other relevant document.

Your kindergarten service will apply for the kindergarten fee subsidy or extension grant on your behalf. The payment will be made directly to your child's kindergarten and will allow your child to attend up to 15 hours a week at lower-cost.

You can apply for the fee subsidy or extension grant at any time during the year, even if your child moves to another kindergarten.

FURTHER INFORMATION

For more information about early entry to kindergarten and school speak to The ELC Coordinator at the school or contact the department at:

900/1 McNab Avenue, Footscray 3011
Area: Western Melbourne
Region: South Western
Email: swvr@edumail.vic.gov.au (swvr@edumail.vic.gov.au)
Phone: 1300 333 232

Further information about Early and late entry to kindergarten can be found at <https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/when-start-kindergarten.aspx>

Here is the link to the DET kindergarten funding guide for further information: <https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>

CAMPUS MAP

CHRIST CHURCH GRAMMAR SCHOOL



