



Information Booklet for 2019 Enrolments

We acknowledge that we meet and work on land for which the peoples of the Kulin Nations are the traditional owners and custodians.

Hurlingham Preschool has zero tolerance towards child abuse and is committed to establishing and maintaining child safe and child friendly environments.

We would like to acknowledge the assistance of the Victorian State Government in funding 4year old kindergarten



All About Hurlingham Pre-School

Hurlingham Preschool is all about community, collaboration and commitment. We strive to maintain high standards in all aspects of early years education as we embrace the ideal of continual improvement and the passion and dedication of our teaching team. We are a not-for-profit, 66 family-strong sessional kinder, that offers two 4yr old groups and one 3yr old group. In addition to our 3 sessional groups, and in response to our communities' needs, we now offer an Extended Care 3 - 4 yr old group which is open to all Hurlingham families as an extra session. Each group comprises 22 children. We strive to provide a nurturing, innovative environment where children can develop their independence and self-esteem. We have a dynamic team of educators who are supported by an engaged parent-run Committee of Management, an Administrator and an Operations Manager. The kinder is a purpose built Preschool with an amazing playground set amongst the greenery of Hurlingham Park. Our wonderful educators deliver a stimulating program and in combination with our kitchen garden, digging patch, swings, climbing equipment, sun-protected playground and resident rabbit, the children are guaranteed to have a unique experience at Hurlingham Preschool.

Our Philosophy

Our guiding principles are: **Collaboration** **Commitment** **Community**

At Hurlingham:

1. Educators and families **collaborate** to provide an engaging, innovative, caring and fun learning environment in which every one of our children is encouraged to flourish as an individual, as a pupil, as a friend and group contributor;
2. We are **committed** to providing high quality care and education - guided by the values of inclusion, empathy, self-reliance, positivity, curiosity and communication - to nurture the healthy development of our children;
3. Our **community** celebrates and respects diversity: we draw upon the expertise and life experiences of our educators and families, reinforcing a sense of identity in our children, and establishing foundations from which to grow



Our philosophy can be visually expressed using the concept of a tree. From the foundation or roots of family life, cultural traditions and the experience of belonging to a community Hurlingham Preschool assists in every child's social, emotional and cognitive development by providing a rich, safe and engaging learning environment. Growth is guided by our values of inclusion, empathy, self-reliance, positivity, curiosity and communication. At the end of their time at Hurlingham Preschool we aim to produce children who have formed meaningful relationships with educators and contemporaries, are confident and ready to transition to school. They will have a sense of community and the role they can play in it, and a desire to learn and explore that will last a lifetime.

The Staff at Hurlingham Preschool

Deanne Millar- Director, Nominated Supervisor, Educational Leader and Teacher of Koala & Wombat

Dee joined us as Director and teacher of the 4 year old groups in 2015. Dee's passion for early childhood education grew out of watching her own children blossom. She embarked on her learning journey, which continues 18 years later. Dee believes, 'Each day you have the opportunity to offer students the world, to give them life- changing knowledge and experiences. Relish the possibilities.' She is looking forward to working with families to ignite a love of learning in our children that they can carry into school and beyond.

*"As the **educational leader** it is my role to inspire, motivate and guide our teaching team along a path of continuous improvement ensuring our knowledge and practice are exemplary. This is a collaborative endeavour involving research and reflection, to provide the best possible outcomes in the important work our educators do with the children and families of Hurlingham Preschool."*

Orlinda Alla- Teacher of Echidna & Wombat Groups

Orlinda started with Hurlingham in 2017 as the Platypus Group teacher, before then moving into the Echidna and Wombat teaching roles. Orlinda's teaching philosophy is to engage in positive relationships with each child and their family throughout the year to ensure growth and achievement in all areas of their learning journey. She believes that all children learn and develop at their own pace. As their teacher, she will strive to create and maintain a safe, supportive and enriched environment in which all children can feel socially, emotionally and physically safe and valued. Once they feel safe and supported then they will thrive while exploring the world around them.

Natalie Cromer- Teacher of Platypus Group

Natalie joins our fabulous teaching team in 2018 as the teacher in the Platypus Group. Natalie believes that Kindergarten is one of the most important learning experiences for a young child. Not only do they develop crucial social skills, but the majority of their learning experiences are through play. As a teacher, Natalie believes it is her responsibility to provide each child with the environment, skills and opportunity to experience and learn through their individual interests.

Pam Moulton- Educator of Koala & Wombat Groups

Pam commenced at Hurlingham in June 2014. Pam is passionate about the education of pre-school children. She loves the way that children absorb everything around them and their enthusiasm for learning.

Christine Driscoll- Educator of Echidna, Wombat & Platypus Groups

Chris has been at Hurlingham since 2006 and loves working with children. Chris has a belief that nurturing leads to children feeling safe and supported so that they can grow into capable and confident learners. Chris is passionate about our community and your children.

Elaine Moore- Administrator

Elaine has been involved with the kinder since 2007, when her son, Andrew, attended and then again in 2010 with her daughter Jessica. It was during Jessica's time at kinder that Elaine joined the committee as a class rep and then the enrolment officer. It was towards the end of Jessica's kinder time that Elaine saw an opportunity to continue her relationship with Hurlingham and took on the role as the office administrator.

Samantha Jensen-Muir- Operations and Enrolments Manager

Sam became involved with the kinder when her first child started at Hurlingham in 2007. She was Enrolment Officer for 2 years before taking on the role of President. After 6 consecutive years at the kinder with her 3 children, the Committee asked her to stay on and become the Operations Manager. Sam will again take on Enrolments as of 2018. Sam believes Hurlingham epitomises the best of community kinder, creates a special environment for the children and their families and enjoys working with the wonderful team of educators.

The Early Years Learning Framework

The curriculum at Hurlingham Preschool is underpinned by The Early Years Learning Framework - **Belonging, Being and Becoming**.

What is this learning framework about?

The Federal Government has developed the Early Years Learning Framework to ensure your child receives quality education programs in their early childhood setting. The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life. It is a guide for early childhood educators who work with children from birth to five years. They will use the Framework in partnership with families, children's first and most influential educators, to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play. By using this Framework educators will guide your child's play by carefully designing learning experiences and stimulating indoor and outdoor learning environments.

The Early Years Learning Framework describes childhood as a time of ***belonging, being and becoming***.

- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will *become*.

How does it work?

Educators use this new Framework in a range of early childhood settings, including long day care, preschools and family day care to ensure that your child receives a high-quality experience. The Framework focuses on your child's learning. Educators will work with you in order to get to know your child well. They will create a learning program that builds on your child's interests and abilities and keep you in touch with your child's progress.

Through the Framework's five learning goals educators will assist your child to develop:

- a strong sense of their identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning; and
- effective communication skills.

Watching your child's progress

Using the Early Years Learning Framework educators will observe and document your child's learning, so they can build on it and plan the next steps. They will do this by listening, watching and talking to your child. They will keep in touch with you to discuss your child's progress. Before your child starts school, educators will prepare information about your child's learning and development to share with their new teacher. This will help ensure that your child's new school is well prepared to continue your child's learning.

Working together

By working together parents and educators can enhance a child's learning and wellbeing. As the most important person in your child's life you can make a difference by talking regularly with your child's early childhood educator and asking about their learning. Information you provide, allows educators to link your child's experiences at home with the time they spend together in the early childhood setting.

Information adapted from document entitled "BELONGING, BEING & BECOMING The Early Years Learning Framework for Australia Information for families" produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments.

Three Year Old Group Program- Echidna

We aim to present an emergent program embracing the VEYLDF learning outcomes of Identity, Community, Wellbeing, Learners and Communicators. *Based on discovery through play*, our program is dynamic and recognises the needs and abilities of each child. The ideas that are built upon come from the children's own interests and allow for play to develop in depth and extend over time.

Intentional teaching, as well as community and parent-based learning, is also developed within the program.

The program is displayed on the notice board in the foyer for parents to read and is also emailed to parents on a fortnightly basis.

The activities and learning experiences are provided to provoke thought and interest. They are also designed to encourage children in all areas of development: physical, social, cognitive, perceptual and emotional.

Often, 3 year old kinder is the child's first foray into the world, away from the intimacy of the family home. We place a large emphasis on assisting children to learn to become a part of a group for their social and, emotional development. Building confidence and self-esteem is also a focus in three year old group. Often children will be practicing the same skill over and over or sometimes they might be trying to master a new skill and need a little guidance or reassurance from an adult. It is always rewarding to see the look of triumph when they have mastered a particular skill, climbed to the top or put the last piece in the puzzle

In our three year old program, the children are offered open ended opportunities to explore an idea. We allow time for the development of an idea to grow. Materials required to extend ideas are offered or made available upon the children's request. Individual objectives are planned for all children according to their specific needs and in consultation with their parents.

A variety of unstructured, sensory materials are always available for the children to use. By exploring the properties of sand, water, clay and dough, the children learn many concepts about how they feel, look and can be manipulated. Sensory materials also provide opportunities for relaxing, messy play!

Cognitive tasks at Kindergarten arise in children's play constantly. Children match, sort and classify objects, they learn to recognise colours, shapes and numbers; they practise informal maths and science concepts, solve problems and predict outcomes. Cognitive skills are also evident when children create play goals with other children and use language as a tool to facilitate these goals. Many other processes of 'playing' require cognitive skills.

Imaginative play is a very important part of the program. It allows children to create goals and act out roles within them. Dramatic play assists children to understand more about their experience of the world. Social skills develop such as taking turns, creating group goals, solving conflict and developing language skills.

Language skills are developed when children listen to and discuss stories, act out dramatic roles, share their ideas in play, discuss items of interest, communicate their feelings and attempt to draw or write their ideas.

We offer activities to help develop fine motor skills. The children paint, paste, draw, use scissors, thread, manipulate puzzle and construction pieces, play with clay, dough, small beads etc.

Gross motor skills are practised when children climb, roll, swing, dig, run, skip, hop, jump, throw, practise ball and bean bag skills, balance on beams, push and pull trolleys, dance and move in a multitude of ways!

Three Year Old Group Session

Routine is very important for young children as it assists them to recognise sequence of events and allows for smooth transition from one activity to the next.

- On arrival, children place their bag and coat on the hook allocated to each child at Orientation.
- Initially, in the first weeks of term 1, the children will start the session with activities, allowing the educators and families time to settle the children in to their new surrounds.

- Once the group has been attending for a few weeks and is settled, we will commence each session with 'mat time'. Mat time will start with acknowledging the traditional owners and may include songs, discussion, music activity, story, etc. From here the children move onto indoor play time where they move freely from one activity/play area to the next.
- The children assist each other to pack away the activities and come together again on the mat ready for singing, movement, music, discussion, book or a group game/activity.
- Following this, the children wash their hands, ready for their snack.
- Once all the children have finished their snack, we find hats and/or coats and head outside where the program continues.
- The final mat session is our coming together to say goodbye.
- At home time, every child sits on the mat ready for their name to be called by the educators to go to their parents/carers who will have entered the room to sign their child out.

Four Year Old Group Program- Koala & Wombat

To devise the Four Year Old Group Program our educators, draw on their knowledge of Early Childhood Development education philosophies and teaching practices. They have been inspired by many philosophies and theorists such as Reggio Emilia's curriculum theory, Lev Vygotsky's Social Development Theory, Jean Piaget's developmental theory and Howard Gardner's theory of Multiple Intelligences.

The program focuses on play as the main vehicle for learning. It also offers a range of exciting experiences related to math, science, social studies, literacy, the arts (visual art, drama, dance, creative movement), cooking, gardening and physical education to stimulate and extend each child's learning.

Through the many experiences provided at the kindergarten, the children will develop in all areas, including social and emotional, physical (fine and gross motor), intellectual and language. The program aims to inspire young minds to develop a love of learning. Children are encouraged to become aware, enquiring and independent.

The program provides flexibility and offers a diverse range of learning experiences to accommodate the children's individual interests and group interests as they arise. We value collaborative learning where children and educators work together and learn from each other. This is done through individual, small group and whole group experiences.

To extend knowledge and learning, excursions, walks, entertainers and visitors to the kinder are organised throughout the year. We invite parents to share their interests, skills, hobbies or profession to enhance the children's experiences and learning.

Self-esteem and confidence building is a priority of the program. When children have developed positive feelings about themselves and are willing to "have a go", they are able to learn and develop to the maximum potential.

The educators take children through the fundamentals of being a member of a group – respecting the rights of others as well as having the confidence to express themselves.

Four Year Old Group Session

Throughout the session the children will have the opportunity to play and explore through a variety of different experiences. The sequence of these activities will change depending on the length of the session and the day of the week the session falls on. However, we will usually begin with a meeting time and conclude with a story/literacy experience to bring the children together as a group. The activities your child will experience within a session (in no particular order) are:

- **Mat Times:** We start the session greeting each other as 'a circle of friends'; the children share stories from home, acknowledge the traditional landowners, discuss the daily program, topics of interest, songs, fingerplays, music and movement and drama, all in preparation for, and to give meaning to, the activities of the day. We gather together several times a session and, other activities include story time, investigations, experiments, participation in experiments, showing interest items. It is a social time designed to build empathy, understanding, communication, confidence and cooperation.
- **Play Time:** Indoors, the children are supported to engage in the many activities, with choices including construction, playdough, clay, painting, drawing, collage, dramatic play, literacy, math activities, puzzles and library activities. Children can also work on small or large projects in groups or on their own. These activities can

equally be experienced when outdoors. Additionally, there is the playground; designed for the children to challenge themselves, practice and develop gross motor skills. Your child will be able to run, jump, skip, hop, tip-toe, crawl, climb, dig, swing, build and imagine. Activities involve messy play in the sandpit and the digging patch, there are swings, climbing frames, construction sets, balancing boards, slides, tunnels and much more. The equipment is moved and changed frequently to create a stimulating environment. The children are also offered quiet garden places for cubbies and imaginative play. Designed for children to develop confidence in their own abilities, take risks in new challenges and learn

- **Transitions:** The children are encouraged to be active participants in our daily routines and can assist each other and the educators in selecting equipment, setting up, packing up, caring for the rabbit, tending the garden, recycling and composting. These times are designed to build a sense of agency, responsibility and respect.
- **Meal Times:** Apart from the children having refreshments, eating together is an opportunity for the group to interact and socialise with each other, reinforce manners and learn about hygiene and healthy eating habits. We like to offer different formats – we may sit down as a large group on the mat, at the tables or on picnic blankets outside. The children are also offered a progressive meal during the session which gives them the chance to explore their sense of agency and self-management as they begin to recognise when they are hungry and ready for their food. We are fostering decision making, self-awareness, self-help, social engagement.
- **Quiet Moments:** Children will be given opportunity and space during the session to relax, reflect and rest. Wombat Group has a more defined part of their longer daily program we refer to as “Thinking Time”. They can use a small pillow from home for comfort. Meditation, yoga, quiet reading, quiet activities, all provide children with the opportunity for necessary down time.

A copy of the program can be found in the room and is also emailed to 4yr old families on a fortnightly basis. The educators are always happy to discuss or explain the program to parents. Please feel free to contact them on 9553 8491 or email koala@hurlinghampreschool.org.au or wombat@hurlinghampreschool.org.au .

School Readiness

What do we mean by school readiness?

"Readiness" is a term used to describe preparation for what comes next! The most significant educational outcome in preschool is that your child starts school "ready to learn." Research indicates that preschoolers who attend high quality programs:

- Enter school with skills necessary for school success.
- Show greater understanding of verbal and numerical concepts.
- Are more socially competent.
- Show the ability to stay with an activity longer.
- Are more likely to make typical progress through the primary grades.

While many people think of academics (e.g. writing their name, counting to 10, knowing the colours) as the important school readiness skills, school readiness actually refers to a much broader range of skills. In addition to some academic basics, school readiness skills also include self-care, attention and concentration, physical skills (e.g. having the endurance to sit upright for an entire school day), emotional regulation, language skills and play and social skills. Our role in preschool is to actively facilitate this preparation by ensuring that children regularly participate in activities that develop the appropriate skills required to help optimal learning from the moment they start school.

Team Teaching

This is our sixth year offering a team teaching approach in the Wombat Group. This has been introduced due to the implementation of Universal Access, a government initiative that sees hours increased to 15 hours for both four year old groups. The current work place agreement that our educators are employed under (VECTEA) does not allow for one teacher to educate both groups wholly due to the required ratio of teaching versus planning time in a 38 hour week.

Team teaching is where the educators work together as a collaborative team to fulfil the responsibilities and tasks that come along with teaching. As you can see on the above timetable, the educators work shift like hours within a session, so the daily teaching is shared. The lead teachers come together with the support of the other educators to develop, implement

and evaluate the children's program and document and assess the development and behaviour of the children. The educators work collaboratively to ensure a smooth and seamless approach to team teaching. All of the educators have non-teaching/planning time together to bring cohesion to their approach and the program. They also have a handover period during a session so that important information is shared between shifts.

Extended Care

Hurlingham Preschool is pleased to offer our current enrolled community an extended care session each Friday afternoon. It is a mixed aged session from both 3 and 4 year old classes, providing children the opportunity to make friends from other groups. This is positive for their social development, will help in their school transition and also brings the kinder community together. All sessions are fully supervised and just like our other groups of 22 children, there is a teacher and educator who provide a stimulating learning environment and adhere to all the same policies and regulations. Positions for our Platypus group will be allocated on a 'first in, first served' basis, based on Hurlingham preschool receiving the completed Extended Care Enrolment form and accompanying deposit.

The children enrolled in the Koala group, whose session is immediately before the Extended Care session on Fridays, can move seamlessly into the extended care group without a parent/guardian attending the transition if enrolled in the Extended Care program. This results in a full day's care from 8.30am – 4.30pm.

Please note that the Extended Care program is an additional cost to the Kindergarten fees. We have based these fees purely around the cost of operating the service, as we are a not for profit organisation. We ask for the same yearly commitment as we do with the kindergarten groups, and the fees will be on the same invoice as your kindergarten fees, paid either per term or annually. The Extended Care session is offered dependent on minimum enrolment numbers and is subject to change based on these numbers. Every effort will be made to advise parents/guardians prior to changes being implemented.

Our 2019 Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Koala 4 yr old Group		11.30am-4.30pm <i>(Educators- Dee Millar Pam Moulton)</i>		8.30am-1.30pm <i>(Educators- Dee Millar Pam Moulton)</i>	8.30am-1.30pm <i>(Educators- Dee Millar Pam Moulton)</i>
Wombat 4 yr old Group Team Teaching	8.30am – 4pm <i>(Educators- Orlinda Alla Dee Millar Christine Driscoll)</i>		8.30am-4pm <i>(Educators- Dee Millar Orlinda Alla Christine Driscoll)</i>		
Echidna 3 yr old		8.30am-11am <i>(Educators- Orlinda Alla Christine Driscoll)</i>		2pm-4.30pm <i>(Educators- Orlinda Alla Christine Driscoll)</i>	
Extended Care Session 3 and 4yr olds					1.30pm-4.30pm <i>(Educators- Natalie Cromer Christine Driscoll)</i>

Group Preference

The four year old program has two groups; Wombat and Koala. Parents are able to submit their preference for a group however, please note that there is no guarantee that your child will be placed in that group. Over many years we have trialed the fairest system for group allocation and we have determined that submitting a Group Preference Form via EMAIL after the first round of offers has been accepted is the most equitable. Parents will be provided with all the details upon acceptance of their offer from Council and the date to submit your form. Group Preference emails will be accepted from **7am** on that date and group allocation will then be done based upon when your email is received.

Committee of Management

Hurlingham Preschool is run by a Committee of Management drawn from volunteer parents. Committee meetings take place at kinder twice a term, when current events and requirements are discussed. The Committee is responsible for every area of the Preschool's operation – things like financial management, employing, paying, managing and recruiting staff, timetabling, maintenance, and ensuring the long-term stability of the Preschool.

Unlike some Preschools, however, the load is shared. We are very fortunate to have the services of an Administrator and an Operations Manager, who manage many of the daily functions of the Preschool's running and takes an enormous weight off the Committee. For this reason, involvement on Committee is not as daunting as at some preschools. Many hands make light work, so please consider participation on Committee – you would be warmly welcomed! Becoming a Committee Member is a great way to support the kinder and meet other parents. You have input into the decision-making process and better understand how and why decisions affecting your child are made. *Please contact the President at committee@hurlinghampreschool.org.au if you are interested.*

Policies

Various policies have been established to ensure guidelines and procedures are in place for all those using the Centre. These policies cover the administration and operation of the Preschool as well as all aspects of health and safety within the Centre and the programs that it offers.

Our policies are designed to comply with current Education and Care Services National Law and Regulations 2010 and all other relevant legislation. Most importantly, they are there to ensure a safe environment for your child. All of Hurlingham Preschool's policies are available for parents to look at both in the kindergarten's foyer as well as on our website www.hurlinghampreschool.org.au

First Aid Training

All of our educators have been trained to provide *Emergency First Aid in an Education and Care Setting, CPR, Asthma Emergency Management and Anaphylaxis Emergency Management*. It is a requirement that their training is updated on an annual basis to ensure best practice.

Excursions/ Incursions

We believe Excursions and Incursions (visitors to the Preschool) are an exciting way to enhance the program. We vary our excursions and incursions every year, but some examples are trips to Scienceworks, Cranbourne Gardens, Botanic Gardens, Melbourne Symphony Orchestra, National Gallery of Victoria. Visitors to the kindergarten might cover aspects of the program such as drama, music, health, science and nature, road safety and pet care. For example, live animals, Indigenous educators, actors, drum teachers, dentists etc. We love to go for local walks to Hurlingham and Landcox Parks too or to one of our feeder schools, Gardenvale Primary or St Finbar's Primary.

Parents will be asked to sign a consent form before an excursion and a general request for help with supervision on the day may be made. Parents are always welcome to be part of these experiences. The cost of these special events is included in your fees.

WWCC

Please note that in keeping with the new National Child Safety Standards, it is Hurlingham Preschool's policy that all volunteers on parent duty and excursions/incursions require a current Working With Children Check (WWCC). It is easy to

apply for one and is free when required for volunteers. All schools, clubs and associations require a WWCC in order to volunteer so you might as well get the process started now! You can find the application on the following website <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>. We are happy to assist you to understand the process. Please ensure that you provide a copy of your WWCC at the start of the year and before attending any parent duty or excursions/incursions.

Immunisation - No Jab, No Play Legislation

No Jab, No Play legislation came into effect in January 2016 which states that by law, to finalise enrolment for your child in long day care, kindergarten, family day care or occasional care, you must provide the service (Hurlingham Preschool) with an immunisation status certificate that shows your child is up to date with all vaccinations that are due for their age, or that they are able to receive. *Conscientious objection is not a valid exemption.* An Immunisation History Statement from the Australian Immunisation Register (AIR) is now the ONLY form of documentation accepted for the purpose of enrolling in an early childhood education and care service. Previous forms of documentation, for example a letter from a GP or local council, are no longer accepted. The Medicare logo and Australian Government crest must be present and identifiable to be considered a valid Immunisation History Statement. For example, if the statement is page two of a letter from Medicare, both pages need to be presented to the service to confirm enrolment.

Parents/carers can request an AIR Statement from

- myGov account <https://my.gov.au/LoginServices/main/login?execution=e2s1>
- call the AIR on phone 1800 653 809
- visit a Medicare or Centrelink office

After kindergarten offers of a place are sent out by Bayside City Council, Hurlingham Preschool will then require the AIR statement to finalise your child's enrolment. It can take up to 28 days for these to be sent by post so please request as early as possible.

Toilet Training

We recommend that children are toilet trained prior to attending kindergarten. We do encourage children to use the toilet at kinder and in the case of an accident we also encourage your child to assist in changing themselves into their spare clothes- we ask that you include these in your child's kinder bag.

Our educators are happy to support the toilet training process. Please do not hesitate to speak to them, they cannot provide assistance and support if you do not make them aware of any concerns.

Social Events

The Social Officer and Assistants on Committee organise a number of events during the year; some with the kids, some just for the grown-ups. Class Reps will also organise events such as dinners, park plays and coffee catch ups. Hurlingham Preschool is all about providing a welcoming community where parents can develop friendships as well as the children.

Child's Progress

Educators are happy to discuss your child's progress at any time throughout the year. There will also be parent/educator discussions held at the beginning of Terms 1 and 2 for children attending the 4 year old program. For children attending the 3 year old program, parent/educator discussions are offered in either Term 1 or Term 2. For both 3 and 4 year old groups, educators will approach parents in April, before enrolments for the following year commence, to discuss whether a child may benefit from a second year of 3 year old kinder or a second year of funded 4 year old kinder.

Stephanie Alexander Kitchen Garden Program

In 2016 Hurlingham Preschool joined the Stephanie Alexander Kitchen Garden Initiative. We feel that by being a part of this wonderful initiative we have expanded our children's abilities to understand the importance of sustainability, looking after the environment, where our food comes from, the wonderful benefits of growing our own food and of course then cooking that food and the benefits of healthy eating. We were successful in our Bayside grant for our Pizza Oven so we now lucky

to have outdoor cooking facilities as well. We have projects that will happen across all three groups throughout the year as part of our kitchen garden program.

Nude Food

In line with our principles of sustainability and 'refuse, reduce, reuse, repurpose, recycle', we encourage families to embrace a culture of *nude food* and send lunch and snacks without any plastic rubbish. Fruit and vegie scraps can be fed to Ruby or composted by the children.

Ruby the Rabbit

We are very lucky that when Dee joined our team, she brought *Ruby the Rabbit* who the children just love. The Educators teach the children how to look after Ruby and how to hold her.

Fees

Fees are determined by the Committee of Management annually, and although they may vary from year to year, we endeavour to keep them at a minimum. Examples of fees per term for 2018 are listed below:

3 Year Old Groups- (5 hours/week) = \$480 term

4 Year Old Groups- (15 hours/week) = \$500 term

Extended Care-(3 hours/week) = \$350 term

The difference in fees for the 3 and 4 year old programs is due to the subsidy provided by the Victorian State Government for the 4 year old groups. 3 Year Old Groups are not subsidised at all. Due to rising costs our fees are adjusted for inflation each year. Final fees are confirmed and advised to families prior to enrolment.

Only 1 government subsidised place is available per child. As Hurlingham Preschool is a not for profit service, if your child is attending more than one funded program (ie. an additional day care Kindergarten program), it is required that Hurlingham Preschool receive the funding for your child, in order to continue providing our service to the community.

A refundable volunteer labour levy, due in Term 1, is also charged, but is refundable on Term 4 fees if parent/s have attended two Working Bees. If you withdraw your enrolment once the term has commenced, you will be liable for the full term's fees. Term 1 fees for 2019 will be issued in December of 2018; accounts for all other terms are sent home two weeks prior to the end of the previous term.

A nonrefundable Confirmation fee of \$100 is payable once you have accepted your offer from Bayside Council and confirm your place with Hurlingham Preschool.

Hurlingham Closure Dates

Hurlingham Preschool will be closed due to child-free set up and clean up days on the first two days of the school year and the last two days of the school year. As a sessional kindergarten, the service will also be closed on all public holidays and during school term holidays. Please follow this link for dates for Victorian school holidays <http://www.education.vic.gov.au/about/department/pages/datesterm.aspx?Redirect=1> and Victorian public holidays <http://victoriapublicholiday.com.au/>

SunSmart Policy

Hurlingham is a SunSmart accredited Centre, and to maintain this accreditation we have a policy - NO HAT, NO OUTSIDE PLAY between mid-August and May. Hurlingham will provide a sun hat for every child which will be kept at the kinder. We also ask that all children provide a roll-on sunscreen to use when going outside to play. For the 3yr olds, we ask that parents also apply sunscreen to their child before coming to kinder.

Medical Conditions

Once a position has been offered and accepted by a child to attend Hurlingham, we ask that families advise us about any additional requirements as early as possible. This allows us to prepare for the individual needs of your child.

Enrolment Questions We Are Frequently Asked....

How to enrol

Registration and payment is made via the online registration process at <http://www.bayside.vic.gov.au/kindergarten>. If you are unable to complete the registration and payment online, please contact Children's Services Department on 03 9599 4733 to arrange for a manual application form to be provided to you. Payment will then need to be made in person at Bayside City Council cashiers desk, 76 Royal Avenue, Sandringham. The application fee is \$32.00. Concession Card Holders are exempt from the fee.

When to enrol for kindergarten

Registrations for kindergarten will be accepted between 1 May and 30 June in the year prior to your child's attendance in a kindergarten program. Registration applications received after 30 June will be deemed 'late' and held until the last round of offers have been made. Please note that this year, Bayside will be providing a 'Parent Portal' for parents to view their applications and make any changes to registrations such as editing contact details or amending preferences. **Any changes will only be allowed until 30 June.**

You are only able to apply for either 3 or 4yr old kindergarten. You must put in a new application to attend 4yr old kindergarten in 2019 even if your child is attending 3yr old kindergarten this year.

What process is used to determine offers?

Bayside City Council, not the kindergarten, runs the Central Enrolments Process. Your child is added to the registration list for the appropriate year/s when your application is made, and your fee is received by the Council. Your application is then assessed against classification criteria.

The classification criteria are reviewed on an annual basis taking into account feedback from Kindergarten teachers, Committees, families and guidance from Department of Education and Training.

Where there are more applicants than places available, applicants will be selected based on clearly defined criteria in order to create equitable access for children applying for kindergarten in Bayside.

What are the classification criteria?

Classification is based firstly on Priority Access and then on Continuity and Proximity.

Children that are deemed High Priority Children will be given Priority Access to Kindergarten if there are more applicants than positions.

High Priority Children are assessed on the following:

High Priority Children	Process that could be used to verify need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	The child is: <ul style="list-style-type: none">• Attending a three year old kindergarten program through Early Start Kindergarten or Access to Early Learning or• Referred by:• Child Protection

	<ul style="list-style-type: none"> • Child and family services (family services referral and support team, Child FIRST) • Maternal and Child Health nurse or Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum Seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	<ul style="list-style-type: none"> - Children or parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card and multiple birth children
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> • Require additional assistance in order to fully participate in the kindergarten program • Require a combination of services which are individually planned • Have an identified specific disability or developmental delay 	<p>The child is:</p> <ul style="list-style-type: none"> • Assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten • Approved for Kindergarten Inclusion Support Package or referred by: <ul style="list-style-type: none"> • The National Disability Insurance Scheme • Early Childhood Intervention Service • Preschool Field Officer • Maternal and Child Health nurse • Holds a Child Disability Health Care Card

The application classification criteria also include continuity and proximity. Each of these criteria will be allocated a weighting. An applicant will not be excluded from applying or selection because they do not meet one or all of the classification criteria.

Continuity	Weighting
Current three year old child applying for a place in a four year old program at the same service	70%
OR	
Incoming sibling of a current (2018) enrolment applying for a place in a three or four year old program at the same service	40%
OR	
Incoming child of a former enrolment who attended in the previous four years (2014-2017) applying for a place in a three or four year old program at the same service	20%
Proximity	Weighting
Application for a place in either the three or four year old program where the first preference kindergarten is the closest community delivered kindergarten to the child's primary place of care	20%
OR	
Resident application for a place in either the three or four year old program which is not at their closest community delivered kindergarten	10%

If you have any queries with regards to this procedure, please phone Bayside Council Children's Services Department on 03 9599 4755.

Notification of places

Notification of offers will be emailed to you. You must respond via the Parent Portal before the offer cut-off date stated in the emailed letter of offer to secure your place. There are three rounds of offers as detailed below:

Round 1: First preference offers will be emailed by Council on **6th of August 2018**. Letters of offer and letters of missed offer will be emailed to all families in this round. Offer Response due back to Council via Parent Portal within 1 week by **13th of August**

Round 2: Second preference offers or remaining first preference offers emailed on **27th August 2018**. Offer Response due back to Council via Parent Portal within 1 week by **3rd of September**.

Subsequent Offers: Any remaining first preference and all second preference kindergarten offers will be emailed from **17th September 2018**. Offer Response due back to Council via Parent Portal within the date specified in email.

My child turns three in the middle of the year. Can they start 3 Year Old kinder then?

The regulations followed by Bayside City Council require that children must be three by January 31 for them to be able to start kinder in that same year. After the council process is completed in September, Hurlingham Kindergarten will allow children who turn three before April 30th to attend ONLY if available spots have not been filled by children within the January 31st date. However, these children cannot attend Hurlingham, with or without their parent, until they actually turn 3.

Similarly, children attending 4yr old sessions must turn four no later than April 30 of that same year. Adhering to this policy means that your child attends kinder with other children who will go on to school in the same year, and who are at the same social and developmental stages as your child.

Enrolling for both 3 year old and 4 year old at the same time

In previous years you could enrol your child for 3 year old kindergarten and 4 year old kindergarten for the following year, at the same time using the one online form with council. However, this process has now changed and you must put in a separate application each year.

Kindergarten preferences

Each year Hurlingham advises the Council how many places are available for each group for the following year. Neither the Kindergarten Enrolment Officer nor Council staff are able to comment on the probability of offers as the selection process is run through the Council's computer system and unknown until round offers are made.

Please note that due to Hurlingham Preschool's popularity those applicants who list our kindergarten as their second preference are unlikely to receive an offer in the Council rounds and should contact our Enrolment Officer if still interested in a late offer.

It is also important for you to note that if you receive an offer from Council for your second preference, whether you accept or not, you will be removed from Council's waiting list. If our kinder is listed as your first preference and you are still wishing to receive a late offer, you must advise Hurlingham Preschool's Enrolment Officer that you would like to remain on their waiting list. Please email enrolments@hurlinghampreschool.org.au

Acknowledgement of registration

When you have applied online with Bayside Council for kindergarten registration you will receive an email receipt of your registration from Council.

Registration Processed with Council and Parent Portal Login

Once your registration has been processed with Council, you will receive another email which will contain your Kindergarten Parent Portal LOGIN details. The portal will allow you to view and modify your kindergarten preferences during the two month registration period. If you do not receive a confirmation of your registration being processed within two weeks of lodging your application, contact Family Services at Bayside City Council on 03 9599 4755.

Accepting or Declining Kindergarten Offers

Please note that this year, all amendments to your child's kindergarten registration and acceptance or decline of offers will be made via Bayside City Council's Kindergarten Parent Portal.

What happens if I miss Bayside Council's enrolment period of May 1 to June 30?

All registrations after June 30 will be considered late registrations and will be placed on Council's waiting list. Hurlingham will also maintain a waitlist from late September of each year, so please also contact our Enrolment Officer directly on 0426 206 202. Please note that an applicant **MUST** always register with Bayside Council regardless of the time of year as late offers cannot be finalised until this has occurred.

Do I get sibling preference?

Yes. For 3YO and 4YO enrolments, sibling preference is now applicable as part of the Bayside City Council Continuity criteria. Please see the above Classification Criteria Table for the specified weightings. Where families have siblings attending both 3 year old and 4 year old kindergartens in the same year and have been allocated a place for one sibling, they will, where possible, be allocated a place for the second sibling at the same kindergarten depending on weightings.

Waitlists

Council will forward waitlists to Hurlingham in late September. After this time Hurlingham will process its own allocation of places but applicants must still be registered with Bayside Council. The Enrolment Officer maintains the waiting list based on the Classification Criteria as specified above. The Enrolment Officer is unable to state where an applicant is ranked, as this may vary as new applicants are added to the list.

3 year old repeats and deferrals

Children attending or who have received an offer to attend 3 year old kindergarten will be unable to defer their place for the following year unless special consideration is approved through the Coordinator of Children's Services. Special consideration will only be considered for children with additional need/disadvantage. In all other cases where an additional year of 3 year old kindergarten is sought please fill in an online application for 3 year old kinder for 2019.

4 year old repeats and deferrals

For information regarding receiving a second year of 4 year old funded kindergarten please visit <http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx> . Following approval from the kindergarten and DET, a place will then be reserved for the child at the same kindergarten for a repeat year. You will still need to put in an application during the registration process. A spot is reserved through our enrolment process for your child, so they can complete this second year at the same preschool.

A deferral is only applicable if your child has commenced 4 year old kindergarten and they withdraw before April 30th of that year. DET (Dept of Education and Training) will need to be notified of the withdrawal by the child's preschool. Children who have received an offer to attend 4 year old kindergarten are unable to defer their offer for the following year unless special consideration is approved through the Coordinator of Children's Services. Special consideration will be considered for children with additional need/disadvantage. In all other cases you will need to complete a new registration for the relevant year and your application will be considered along with all other applications.

If I withdraw from the program before the year has been completed, will I be refunded any fees already paid?

If a child does not commence the year or is withdrawn during the year any monies paid will not be refunded.

How can I make sure we get our preferred 4YO session time?

Once a place has been offered by the Council, positions at Hurlingham Preschool are allocated on the order of receipt of their Group Preference Form and confirmation deposit. To make this a fair and equitable process we have a specific date and time where completed Group Preference Forms are received via EMAIL (only) by Hurlingham Preschool. Parents with a strong preference for a particular group are therefore urged to email their Group Preference Form as soon as the online acceptance program opens. Parents will be provided with details for this process upon accepting their offer.

When will I be informed which 4YO session time I have been allocated?

You will be notified of your session time by late September, once Council has completed all rounds of offers and all Group Preference Forms have been received by Hurlingham.

If I didn't get my preferred 4YO session time, is it possible that I still may?

Yes. All successful applicants who didn't get their preferred session time are placed on that session's waiting list. As vacancies arise, the waiting list is consulted until all vacancies are filled.

Enrolment Officer

Please feel free to direct your enrolment queries to Hurlingham Preschool's Enrolment Officer, who will direct you to Council if required. Please remember our Enrolment Officer is bound by stringent Council regulations and our own policies, in particular the Enrolment Policy. It is absolutely not within their power to make class changes outside these guidelines. Likewise, teaching staff have little or no involvement in determining class choice, outside of recommendations on educational needs.

Contact details:

Sam Jensen-Muir, Operations and Enrolments Manager, enrolments@hurlinghampreschool.org.au / 0426 206 202

Hurlingham website www.hurlinghampreschool.org.au