



Family Handbook 2024



Welcome to Oakleigh Primary School Kindergarten for 2024

Oakleigh Primary School Kindergarten staff are delighted your family has chosen our kindergarten and we look forward to the year ahead together.

**We live on Wurundjeri
land**

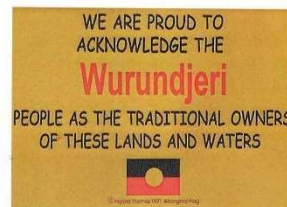
**We play on Wurundjeri
land**

**Every day we come together and learn on
Wurundjeri land**

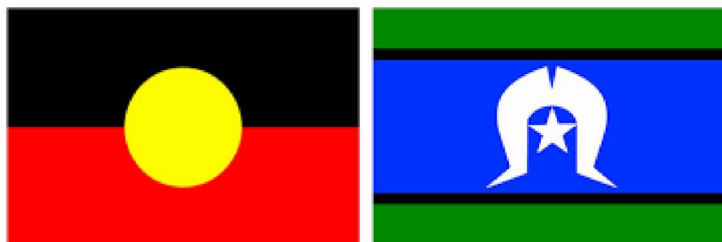
Thank you Wurundjeri land

Thank you Wurundjeri land

**Thank you Wurundjeri people for sharing
your land**



We acknowledge the traditional custodians of the land on which we meet, work, learn and play. We pay respect to elders past, present and emerging. We thank Elder Colin Hunter for the permission to use Wurundjeri words, including wominjeka, Bunjil and Waa in our practice.



Meet the Team



Simone Glenn-Ward
Educational Leader
Teacher Orange Group
B. ECS, M.Ed



Belinda Zajda
Nominated Supervisor
Teacher Purple Group
B. Ed



Charlie Miller
Teacher Blue Group
BECS



Fiona Liu
Teacher Red Group
M. Ed



Sheree Van Dyk
Teacher Green Group
(Tues/Fri)
B. Ed



Sue Jeong
Teacher Green Group
(Tues/Thurs/Fri)
BECE



Yumi Oishi
Educator Orange Group
Lunch Relief
Diploma



Michelle Evans
Educator Purple Group
Lunch Relief
Diploma/ BECS



Saori Ryan Okada
Educator Blue Group
Educator Red Group
Lunch Relief
Diploma



Kerrie Sak
Educator Green Group
Cert III



Hayley Clift
Kindergarten Administrator
BECE

Casual Teachers



Michelle Evans
Early Childhood Teacher



Irene Edenton
Early Childhood Teacher



Jane Ireton
Early Childhood Teacher



Su Yeah
Early Childhood Teacher



Margaret Chua
Early Childhood Teacher

Casual Educators



Inoka Devage
Early Childhood Educator



Rekha Pahuja
Early Childhood Educator



Luna Rahman
Early Childhood Educator

Philosophy

We acknowledge the traditional custodians of the land on which we work, learn and play, the Wurundjeri people of the Kulin Nations. We pay respects to their elders past, present, and emerging. We strive to embed reconciliation into our daily practice and to be an example of reconciliation to the wider community.

The Oakleigh Primary School Kindergarten and OSHC communities share common goals and values about the best ways to support children on their educational journeys. We encourage respectful, collaborative relationships between children, families, the school, educators and the broader community, with our common focus being the child.

We value an inclusive and supportive environment where children can become inquisitive, respectful and involved learners. We recognise that children's education and development is best supported through meaningful and engaged play based learning. Our programs of learning reflect this with adult and child-led learning equally informing our programs of learning. We recognise that children have their own unique perspectives on the world and nurture a sense of learning as fun and exciting.

We believe children and all community members have a right to feel safe and secure, and to have their dignity maintained at all times. We uphold a high standard of professional understanding, education and practice relating to child safety standards and children's protection from harm. We recognise that children's safety is the responsibility of the whole community and promote a culture of child safety. This is reflected in our policies, procedures and practices which are developed and continually reviewed in collaboration with our community.

We respect and celebrate the diversity within our community and beyond. We provide support to each child to promote their health, wellbeing and individuality through a commitment to social justice.

We are committed to a strong focus on sustainability through both sustainable education and the modelling of sustainable practices. We acknowledge that sustainability as a practice has broader implications for the social, economic and environmental wellbeing of the community and planet.

January 2023



A to Z of Kinder

Absences

Please notify staff if your child is going to be away, due to illness or holiday. Absences can be noted on Xap via the portal or the Xap Smile App.

Please keep your child at home if they have taken Panadol or Nurofen in the morning (both medications mask symptoms, but do not get rid of the infection or virus).

Please also keep your child home if:

- ~ They have a fever of 37.5°C or above
- ~ Chills or sweats
- ~ Shortness of breath
- ~ Consistent Cough
- ~ A continuous runny nose
- ~ Sore Throat
- ~ Swollen Glands
- ~ Headache
- ~ Loss of sense of smell or taste
- ~ Diarrhoea
- ~ Vomiting
- ~ Unusually Tired & Lethargic
- ~ Undiagnosed Rash
- ~ Unusual Skin Colour

Once the above symptoms have been clear for a minimum of 24hrs or 48 hours for diarrhoea and vomiting, bring your child back to play, learn, and investigate.

Arrival and departure

At the beginning of each session you are required to sign in your child on the iPad using your mobile number and Xap Kiosk Code. Any person who is collecting your child will need their own mobile number and Kiosk Code. This code is generated when they are set up in Xap as a Guardian or Nominee with authority to pick up/drop off your child.

Please let staff know if someone else is collecting your child from kindergarten and make sure the appropriate authorisation is in place. Your child can only be placed in the care of a person listed on Xap as having authority to collect.

When you are staying in the kindergarten to spend time in the group during session, please sign yourself in and out of the visitor register, located in the foyer. We also ask to see a photo ID for all people visiting the kindergarten.

You will also need to sign out your child via the iPad when picking them up. Please be on time when collecting your child. If you do get held up, a quick call to the kinder lets us reassure your child. If we do not receive notification of a late pick up, and no one arrives to collect your child, and we are unable to contact any person with authority to collect your child, our Procedures for Late Collection of Children will be enacted. This procedure is outlined in the Delivery and Collection of children policy and is available on the website.

Please also note that a late fee may be charged for any late collection of children.

Beginning kinder - what to expect

Beginning kindergarten is an exciting and sometimes anxious time for children and families. To make the experience of starting kindergarten easier, we find it best that kindergarten is talked about in a positive and easy going way.

During the first few sessions take time to settle your child before saying goodbye. Once you have said goodbye make a quick exit. Children can find it confusing if they see their family members after they have

said goodbye, so as tempting as it is to peek in through the windows after you have said goodbye, please remember that this may upset your child and may delay their ability to settle into the session. If you want to check on how they are after you have left, give the kinder a call and we'll let you know. Staff will contact you if there are any issues.

We find that a gentle introduction to kindergarten helps to build trusting relationships between children and staff. For this reason the first few sessions are shorter, allowing children time to get to know staff and other children without feeling overwhelmed. Please refer to the Important Dates document provided at Information night for details on times for your child's first sessions at kindergarten.

Birthdays

We love celebrating children's birthdays! Each group does this by singing birthday songs and each birthday child is given a sticker. **Please do not send any food, party bags or non-food party favours to the kindergarten.** We find it is best if each child has their birthday celebrated in the same way, and in line with the school we do not allow lolly bags or cake to be shared. We ask that all families respect this, as we will not be able to share or allow handing out of any birthday cake, lolly or party favour bags which may lead to disappointment.

Child Safety Statement of Intent

Oakleigh Primary School Kindergarten and Out of School Hours Care has a legal and ethical responsibility to ensure the safety of all children who attend the service.

We believe children have a right to feel safe and secure, to feel safe in their culture and to be supported to have a positive sense of self. At our service children's dignity is maintained at all times. We maintain a high standard of professional understanding, education and practice relating to child safety standards and children's protection from harm.

We are committed to providing and promoting the cultural safety of Aboriginal and Torres Strait Islander children and the cultural safety of children from culturally and/or linguistically diverse backgrounds and safety of children who identify with the LGBTIQ community. We are fully committed to providing a safe and inclusive environment for children with a disability.

Our first priority is the safety and protection from harm of each child, as such we will take the appropriate steps that we believe necessary to ensure their safety and wellbeing. In the event of any concerns about the safety of children who attend this service we are legally and ethically obliged to report it to the appropriate authorities.

We recognise that it is the whole community's responsibility to ensure that children are safe and we actively promote this to ensure adults are empowered to understand the steps to take when there are concerns around child safety.

We are committed to providing support to families in their role in caring and providing a safe environment for their children. Please speak to us if you need access to information or resources.

Clothing

Please dress your children in loose, comfortable clothing for a day of active play. Please be prepared for your child's clothing to get dirty and stained. While we provide smocks, paint, dirt and water has a way of getting around them. Our kindergarten offers sand, a digging patch, gardening, water and sensory play with slime, finger paint, mud etc. We suggest your child be dressed in older clothes that are suitable for

your child to engage in climbing, digging, building, running, riding bikes, painting and generally being active.

We run an indoor/outdoor program, meaning children move freely between the indoor and outdoor spaces. We encourage outdoor play all year round in almost all weather. This means in the months of January to the end of April, and September to the end of the kindergarten year, your child will need a wide brimmed or legionnaire style hat each day. Please, no caps, as they do not provide enough sun protection, and your child will be asked to wear a spare hat for the session. We ask that in line with our Sun Protection Policy that your child wears clothing that adequately protects their shoulders from the sun.

In cooler months, your child will need a few layers of clothing that they are able to remove and put on themselves. We also suggest gumboots and raincoats so children can explore the puddles and light rain during sessions.

We have a limited supply of spare clothes. We ask that you provide a full set of named spare clothes each session in your child's bag. Your child may need to change due to wet or muddy clothing. This includes underpants and socks.

Please clearly name all your child's clothing. As you can imagine with 22 children in each group, it can be difficult to return items that are not named. Please also name lunchboxes and drink bottles for the same reason.

To help model sun sense, we also ask that family members wear hats when they are at the kindergarten for parent participation and excursions.

Communication

Staff will communicate in a variety of ways with families including verbally at the kindergarten, via Xap, phone, email, newsletters, midyear teacher/family conferences, documentation of learning and, for the Four Year Old Groups, end of the year Transition and Learning Development Statements. Xap is our main communication tool. All group planning and reflections will be sent via Xap, as well as emails, newsletters, incident reports and child observations. Therefore we require all families to download Xap and update settings to receive notifications to keep up to date with kinder communications.

Please be aware that drop off and pickup times can be a difficult time for teachers or other staff to have in-depth conversations, as our focus at these times is welcoming or farewelling all the children and families. If you feel you need to speak with staff in more detail please make another time with the teacher so they are free to speak at more length.

Please also be aware that our conversations will focus on your child. We value each child and family's right to privacy and do not discuss other children or families.

Contact Details

Address	20 Warrigal Road Oakleigh Vic 3166
Phone	9568 6315
Email	
Blue Group	Charlie-Ann.Miller@education.vic.edu.au
Orange Group	Simone.Glenn-Ward@education.vic.gov.au
Purple Group	Belinda.Zajda@education.vic.gov.au
Green Group	Sheree.VanDyk@education.vic.gov.au Sue.Jeong@education.vic.gov.au
Red Group	Fiona.Liu@education.vic.gov.au
Nominated supervisor	Belinda.Zajda@education.vic.gov.au
Educational Leader	Simone.Glenn-Ward@education.vic.gov.au
For administration enquiries	kinderadmin@oakleighps.vic.edu.au

You are welcome to email your child's teacher on the email address provided. Please keep in mind that staff only check and respond to email during their regular non-contact hours.

Family Connections

How can families help?

We value family participation in our program. Our teams strive to keep families informed of our learning experiences and programs. Please take the time to read through our regular correspondence, read through the teacher's written reflections of learning, newsletters and other information that we provide on Xap. This correspondence aims to keep families up to date on what is happening.

There are many ways families can be involved in the kindergarten and in your child's year. Our learning programs vary every year, responding to children's interests and needs. We understand that each family has unique work, study and family commitments, but we welcome and value all family involvement and contributions big and small.

To promote involvement please take the time to:

- Check Xap regularly. Information on this platform can be great conversation starters with your child about their learning and keep you informed of what is happening.
- Spend some time in the room reading through wall documentation.
- Attend mid-year teacher/family conferences.
- Attend our out of hours events, such as the Welcome Picnic, Lantern Festival, Art Festival and End of Year Celebration.
- Speak with your child's teacher first about any concerns you may have before contacting the Educational Leader.
- Keep us informed of any changes in family circumstances, even small changes can impact children's learning and if we know of changes we are able to better support your child.
- Please inform us of any change of details, including address, phone number and email.
- Remain contactable via phone while your child is at kindergarten.

We are looking forward to getting to know you and your child. If you have any questions once the year has started, please speak with your child's teacher, or email the teacher on the email contact in the family handbook.

Fees

Free Kinder

We have opted into the Victorian Government's Free Kinder program. This will mean that there are no out of pocket expenses for families to access up to 15 hours of funded kindergarten.

(<https://www.vic.gov.au/give-your-child-the-best-start-in-life>)

Late Collection fee

Please note that late collection of your child will incur a late fee. Late collection of children impacts on staff non-teaching duties, staff meetings and staff planning times, as well as on staff's personal time. A late fee will be charged in line with our fee policy and as outlined in the Fee agreement sent to families upon enrolment. Our Fees Policy can be found on the website (<https://www.oakleighps.vic.edu.au/policies-2>)

Food & Drink

We encourage healthy food choices for all food sent to kinder. For ideas please refer to the healthy lunch and snack ideas attachment. Please only provide water for your child to drink while at kinder. Please send in a refillable water bottle. Below is a list of what to bring for each kinder session.

Please provide:

- morning snack,
- lunch,
- afternoon snack
- water bottle

Warm lunches

If you would like your child to have warm food for lunch please send it in a thermos, as we are unable to reheat food.

Food requiring refrigeration



Please provide an ice pack in your child's lunch box for foods that need to be chilled such as dairy, and sushi. We are unable to place food in the fridge.

Please be aware we are an allergy aware service. We often have children in our service who have life threatening allergies to certain nuts. We ask that no nut products are packed in your child's lunchbox. This includes peanut butter, Nutella and any bars with nuts in them. This is for all nuts, not only peanuts.



FRUIT 1	VEGETABLES 2	MILK, YOGHURT AND CHEESE 3	MEAT OR MEAT ALTERNATIVE 4	GRAIN AND CEREAL FOOD 5	WATER 6
<p>FRESH FRUIT</p> <ul style="list-style-type: none"> Apple Banana Mandarin Orange quarters Passionfruit halves (with spoon) Watermelon, honeydew, rockmelon chunks Pineapple chunks Grapes Plums Nectarines, peaches Apricots Strawberries Cherries Kiwifruit halves (with spoon) Pear <p>MIXED FRUIT</p> <ul style="list-style-type: none"> Fruit salad Fruit kebabs <p>DRIED FRUIT</p> <ul style="list-style-type: none"> Dried fruit, nut, popcorn mixes* <p>TINNED FRUIT/SNACK PACKS/CUPS</p> <ul style="list-style-type: none"> In natural juice (not syrup) 	<p>FRESH CRUNCHY VEGIES</p> <ul style="list-style-type: none"> Corn cobs Carrot sticks Capsicum sticks Green beans Cucumber sticks Celery sticks Snow peas Tomatoes (e.g. cherry and Roma tomatoes) Mushroom pieces <p>Can serve with either:</p> <ul style="list-style-type: none"> Hummus Tomato salsa Tzatziki Beetroot dip Natural yoghurt <p>SALADS</p> <ul style="list-style-type: none"> Coleslaw and potato salad (reduced fat dressing) Mexican bean, tomato, lettuce and cheese salad Pesto pasta salad* <p>BAKED ITEMS</p> <ul style="list-style-type: none"> Grilled or roasted vegetables Wholemeal vegetable muffins or scones Vegetable slice (with grated zucchini and carrot) Popcorn <p>SOUP (in small thermos)</p> <ul style="list-style-type: none"> Pumpkin soup Potato and leek soup Chicken and corn soup 	<ul style="list-style-type: none"> Milk Calcium-enriched soy and other plant-based milks Yoghurt (frozen overnight) Custard <p>Tip:</p> <ul style="list-style-type: none"> Freeze the night before to keep cool during the day <p>Can serve with either:</p> <ul style="list-style-type: none"> Cheese cubes, sticks or slices Cottage or ricotta cheese Cream cheese Tzatziki dip <p>Can serve with either:</p> <ul style="list-style-type: none"> Fruit Wholegrain cereal, low in sugar Vegetable sticks Rice and corn cakes Wholegrain wheat crackers 	<ul style="list-style-type: none"> Tinned tuna or salmon in springwater Lean roast or grilled meats (e.g. beef, chicken, kangaroo) Falafel balls Lean meat or chicken patties Tinned tuna or salmon patties Lentil patties Lean deli meats (e.g. ham, silveride chicken) Boiled eggs Baked beans (canned) Tofu cubes Hummus dip Lean meat or chicken isbab sticks Peanut butter* <p>Can serve with:</p> <ul style="list-style-type: none"> Wholegrain sandwich roll, pita or wrap bread with salad Rice and corn cakes Wholegrain wheat crackers Side salad <ul style="list-style-type: none"> Vegetable fritata Skinless chicken dumplings Savoury muffins or scones (e.g. lean ham, cheese and shallot) Homemade pizzas with lean roast or deli meats and vegetables <p>Can serve with:</p> <ul style="list-style-type: none"> Side salad Steamed or roasted vegetables 	<p>MAINS</p> <ul style="list-style-type: none"> Wraps Sandwiches Rolls Toasted sandwiches <p>Tip: Use breads such as wholemeal, multigrain, rye, sourdough, pita, flat, corn, mountain, lavash, white fibre-enriched, soy and linseed, herb, noan, bagels, focaccias, fruit bread and English muffins.</p> <ul style="list-style-type: none"> Pasta dishes Rice, quinoa or couscous dishes Noodle dishes Sushi <p>SAVORY BAKED ITEMS</p> <ul style="list-style-type: none"> Homemade pizzas Wholemeal savoury muffins or scones (e.g. ham, cheese and corn muffins) Vegetable based muffins Pasta or noodle bake <p>SWEET BAKED ITEMS</p> <ul style="list-style-type: none"> Fruit loaf Wholemeal fruit based muffins <p>SNACKS</p> <ul style="list-style-type: none"> High fibre, low sugar cereal (e.g. muesli) English muffins Crackers Crispbreads Rice cakes Corn thins Wholemeal scones Pikelets Crumplets Hot cross buns (no icing) 	<ul style="list-style-type: none"> Take a water bottle (for refilling throughout the day) <p>Tip:</p> <ul style="list-style-type: none"> Freeze overnight to keep foods cool in lunchboxes <p>Sweet and savoury snack foods (e.g. muesli/fruit/nut bars, biscuits, crisps, cakes, muffins, slices) should be limited in lunchboxes. They can lead to excess energy intake if consumed in large amounts.</p> <p>Sugar sweetened drinks and confectionery should not be provided in lunchboxes. They can lead to excess energy intake and tooth decay.</p>

For more information about healthy eating and for many tasty recipes, visit the the Healthy Eating Advisory Service: <http://heas.health.vic.gov.au/>

Injuries

If your child is injured during the session staff are trained to provide first aid. An incident notification will be sent through Xap and you will be able to authorise that you have been notified of an injury through the Xap portal. Therefore please ensure that your child's Xap record is complete and up to date and notifications turned on. Any serious injuries will be notified by phone immediately.

Kindergarten Enrolment and funding

We are required to maintain an enrolment with the Department of Education and Training (DET) for your child to access our funded kinder program. Please note that a funded position is only able to be accessed by one service for your child and it will be assumed that we will be accessing funding for your child. Please ensure that the acknowledgment form for accessing funding is uploaded to your Xap family account.

The DET require the following information if it is relevant to your child:

- 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 (This is not a Medicare or Health Fund 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

Please upload a valid copy of the eligible card or documentation to your Xap family account.

We also require information for the DET regarding parent's education and occupations. This information is used to allocate additional funding to the service. Please ensure that you have filled out the relevant information on your Xap family account or have returned the Parental-education-and-occupation-details document to the office.

Kindergarten Inclusion Support (KIS)

Support is available for funded kindergartens 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.

The Kindergarten Inclusion Support Program (KIS) is designed to contribute to the delivery of quality kindergarten programs in line with the [National Quality Framework](#) and the [Victorian Early Years Learning and Development Framework](#).

Types of KIS programs

- Disability - This program is designed to enhance the kindergarten's capacity to support the access and participation of children with a disability or developmental delay and high support needs.
- Complex medical needs - This program is designed to enhance the kindergarten's capacity to provide an inclusive program for children with complex medical needs who do not have disability. These children need a high level of health care support without which they are unable to access a funded kindergarten program.

<https://www.vic.gov.au/kindergarten-inclusion-children-disabilities>

Your child's teacher will work with you and your family around these options should your child be eligible.

KIS Program
Uniting Connections
PO Box 354, Ringwood 3134
Tel (03) 8870 4017

Laundry

Kindergarten is messy! We use a lot of towels, tea towels and reusable cleaning cloths, smocks and these all need to be washed. It will be the responsibility of one kinder group per term to share the washing of laundry.

Medication

If your child requires medication to be given at kindergarten, please fill out a medication form on Xap via the portal. All medication needs to be clearly labelled and handed to your child's teacher. Medication will only be given to a child with the appropriate written authorisation.

At no stage should any medication be left in your child's bag. Please refer to the information provided in this handbook about illness before your child attends if they need medication such as paracetamol.

Photos

You will notice that staff take photos throughout most kindergarten sessions. These photos are part of our documentation of learning. We use photos to document children's learning and to assist us with assessment and further planning. These photos are primarily for documentation and assessment. Children

do sometimes not want to be in photos. We value children's rights to not be photographed on any given day. Photos are also used in each kindergarten group's reflections of learning, in our newsletter and on Xap. Please keep in mind we are not professional photographers, and use photos as a tool for assessment and to record learning. Photos are usually taken of groups of children, not individuals. Any photos that are sent via Xap will not identify children other than your own. We do have a professional photographer come to take individual children's photos that can be bought by the family during the year.

Policies

Approved policies are available on the kindergarten website at www.oakleighps.vic.edu.au/policies-2/. A hard copy of policy can be made by request.

During the year the policies will be reviewed according to regulatory requirements. We have a closed page on the kinder's website where parents can view policy under review. These can be accessed at <https://www.oakleighps.vic.edu.au/kinder-policies>. We welcome any family feedback on policies and encourage you to forward your input to your child's teacher or the kinder administration.

Any policy changes impacting directly on kindergarten families will be advised in the newsletter or via a Xap notification.

Preschool Field Officer (PSFO)

The Preschool Field Officer (PSFO) program is a targeted and time-limited capacity-building program. All Victorian funded kindergarten programs are eligible to receive PSFO service to support the access, inclusion and participation of children with additional needs in a kindergarten program.

Preschool field officers (PSFOs) use a locally responsive approach that includes consultative support, resourcing and practical advice to assist early childhood educators.

PSFOs also assist early childhood educators to link families into supports and services available for children with developmental concerns and broader child and family supports.

The PSFO can be contacted Phone: [03 9518 3549](tel:0395183549) for services in the City of Monash.

Program and Practice

Oakleigh Primary School Kindergarten uses our state learning framework, The Victorian Early Years Learning and Development Framework (VEYLDF) as our planning tool. Our planning, reflections, observations, assessments and reports are based on this document. This framework promotes children's learning from birth to 8 years of age and follows the 7 practice principles and 5 learning outcomes:

PRACTICE PRINCIPLES FOR CHILDREN'S LEARNING AND DEVELOPMENT

- REFLECTIVE PRACTICE
- PARTNERSHIPS WITH FAMILIES
- HIGH EXPECTATIONS FOR EVERY CHILD
- RESPECTFUL RELATIONSHIPS AND RESPONSIVE ENGAGEMENT
- EQUITY AND DIVERSITY
- ASSESSMENT FOR LEARNING AND DEVELOPMENT
- INTEGRATED TEACHING AND LEARNING APPROACHES
- PARTNERSHIPS WITH PROFESSIONALS

EARLY YEARS LEARNING AND DEVELOPMENT OUTCOMES

OUTCOME 1: CHILDREN HAVE A STRONG SENSE OF IDENTITY

OUTCOME 2: CHILDREN ARE CONNECTED WITH AND CONTRIBUTE TO THEIR WORLD

OUTCOME 3: CHILDREN HAVE A STRONG SENSE OF WELLBEING

OUTCOME 4: CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS

OUTCOME 5: CHILDREN ARE EFFECTIVE COMMUNICATORS

Quality Improvement

The Australian Children's Education & Care Authority (ACECQA) is the national body that works with each State and Territory Regulatory Authorities to implement the National Quality Framework (NQF) which consists of the:



- National Legislation Framework
- National Quality Standard
- National Quality Rating & Assessment Process
- National Learning Frameworks

At Oakleigh Primary School Kindergarten we constantly strive to reflect on our practice, procedures, policies and professionalism. In this way we identify our strengths and any areas for improvement. Our Quality Improvement Plan is a working document reflecting the seven areas of the National Quality Standards and is available to read.

We value family involvement, and from time to time will ask you to have a say in our quality improvement practice, through short surveys, by offering opinions and suggestions relating to each of the 7 key quality areas:

1. Educational Program & Practice
2. Children's Health & Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with Families & Communities
7. Leadership & Service Management

Our current National Rating is displayed in the foyer. We have a rating of Working Towards National Quality Standards.

Sunscreen

We ask that you check the daily sunscreen application times, displayed at the door of each room, and apply sunscreen to your child at the start of each session if required, from January to the end of April, and from the start of September to the end of December. Sunscreen is provided at the kindergarten entrance. Staff will reapply sunscreen at regular intervals.

If you prefer your child to use their own sunscreen, please let staff know and supply us with your preferred brand, with your child's name on the container.

As educators we model sun smart practices such as wearing a hat, sunscreen and sunsmart clothing as much as possible, we encourage families to support us in this by as much as possible by following these practices when attending kindergarten onsite.

XAP

This is the main communication tool for the kinder plus where children's enrolment records are kept and maintained. All information in Xap needs to be correct and up to date for your child, all guardians and nominees.

Communication

If you need to send the kinder a message before or during a session you can do this through Xap.

Help Guides

Please refer to the Help Guide that contains all the Guardian links for Guides and Videos

<https://help.xap.rocks/en/article/help-page-for-guardians-carers-guides-videos-mk5fd0/?bust=1635299607786>

Priority Contact

On your Xap record there will be one parent or guardian that is nominated as the Priority Contact. This is identifiable by a green P next to their name. This person will be the first one contacted by the kindergarten for any matters or emergencies. Furthermore, they will be the person sent group communications such as reflections and planning. Therefore, please ensure that the Priority contact has been nominated correctly being the person who is contactable and who should be receiving emails and other communications.

Xap Smile

Once you have completed your child's Xap enrolment record via the web portal the easiest way to use the system going forward is to download the Xap Smile App. This allows you to receive notifications, make any updates to information and keep in contact with the kinder.

Working Bees

As part of our safety and maintenance, we have at least one weekend working bee during the year. Children are welcome to come along. We will notify you of dates on Xap and in newsletters. We do need as much assistance as possible on these days to get the jobs done. So please do give some of your time to the kinder.



What else to pack

Each child should bring a backpack with enough room for:

- Lunchbox (please add a freezer block to help keep food fresh)
- Drink bottle (water only)
- Spare clothes (including spare socks, underpants and a full change of clothes)
- Hat (no caps)

The backpack should be easy enough to use that it allows children to be able to pack/unpack independently.



PLEASE NAME ALL ITEMS! 😊

Please do not pack the following items



NUTS of all varieties can cause life threatening allergies in some children. Please do not send any nuts or nut products to kinder for this reason.

