



Information Booklet 2023

Three & Four-Year-Old Kindergarten

"We recognise the traditional custodians of the land and sea on which we work, live and play."



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WELCOME & OVERVIEW

Rosswood Preschool is a state funded community based sessional preschool located in Dandenong North establishing itself as a key part of the local municipality since 1975. We are a community of families, committee members and educators who work at offering a quality program to local children in the 2 years before school. The buildings and grounds are owned and maintained by the City of Greater Dandenong. Rosswood Preschool complies with the National Quality Standards, with trained Early Childhood Teachers and Educators who deliver a play-based program, comprising of informal indoor/outdoor learning, small and large group teacher-led and child-initiated experiences under the guiding principles of the Victorian Early Years Learning and Development Framework.



Our philosophy inspires children to engage, follow their natural curiosity, explore, test, practice and acquire the skills and abilities to become independent, capable and cooperative, value adding members of the community. We offer flexible routines, a nurturing environment, behaviour support and guidance to participate, grow and learn together. We promote inclusion, discovery, exploration, manipulation, problem solving, creativity, resilience and independence with emphasis on developing the skills, abilities and attitudes to persevere and be robust even when faced with challenge. Learners strengthen their social skills for coping throughout the year and with support deepen their understanding of emotions and feelings. Getting along and appreciating difference are at the core of our values at Rosswood Preschool Centre.

The committee of management and all its members extend a warm welcome to families returning and commencing in our 2023 programs.

GOVERNANCE AND LEADERSHIP

Rosswood Preschool Centre is a community managed kindergarten with a voluntary Committee of Management comprised of volunteers and parents of children enrolled in the service. Our business name is Rosswood Preschool Centre Incorporated. The committee is responsible for compliance with licensing and funding requirements set by the Department of Education and Training (DET), as well as employment

and support of all educators. These volunteers and parents are democratically elected at an Annual General Meeting and have generously agreed to fulfill all necessary responsibilities to manage the kindergarten. Whilst the Lead Educator and Nominated Supervisor is employed to run the kindergarten on a day-to-day basis, the Committee oversees the financial and regulatory business of the kindergarten and review all policies and procedures as required. They will also work with educators to achieve the rating for the kindergarten with the National Quality Standard.

The Committee of Management and the Nominated Supervisor meet each month. The building and grounds are owned and maintained by the City of Greater Dandenong. The kindergarten caters for two mixed age groups who will each attend in 2023 for 15 hours per week.

National Quality Standard

The National Quality Standard (NQS) sets a benchmark for the quality of all education and care services across Australia. Roswood Preschool was assessed and rated by the regulatory authority in 2019 as **Meeting** the National Quality Standards. We anticipate to undergo the Assessment and Rating process again soon.



Some of the comments made by the assessor in our review highlighted

“Respectful and nurturing interactions fostered a relaxed atmosphere where children were consistently valued and encouraged to participate in the program. Inviting, welcoming and purposeful play spaces reflected the uniqueness and diversity of the community. The learning experiences promoted children’s learning through exploration, discovery and risk-taking.”

“The environment was enriched with a variety of culturally appropriate resources, natural materials, man-made resources, donations and second-hand items. The thoughtful placement of resources, play areas and spaces provided opportunities for self-selection of materials and play in small and large groups. The environmental and sustainable practices included the maintenance of an edible garden and the use of a variety of recycled and reused items to enhance children’s play and learning.”

“To support children in developing social skills, educators implemented strategies that were consulted with families and regularly reflected upon and modified. Some of the strategies included quieter or more active spaces for children to demonstrate their needs and emotions, as well as explicit teaching about emotions and feelings.”

Our Philosophy

We would like to recognise the traditional owners of this land, the Bunurong and Wurundjeri people, on whose land we build our community today.

In relation to the involvement of Families we believe:

- in the importance of each child's family and other significant relationships in the learning process and work collaboratively with these key people to achieve positive outcomes for each child, based on mutual trust and open communication.
- that families are the primary influence first and most influential educators on children's learning and development. We respect family perspectives to support shared decision-making. Therefore, we create a welcoming and culturally-inclusive environment where all families are encouraged to participate.

In relation to children we believe:

- each child is recognized as an individual, and supported in a warm and caring environment. Our program will endeavour to reflect the "whole child" and will be developmentally and age appropriate, catering to children's interests, strengths and abilities.
- it is integral for all children to have a strong sense of who they are and where they belong. Therefore, we continually strive to build strong relationships with children and families and strengthen connections with the community.
- that child-led play, intentional teaching and a program reflecting individual interests, strengths, abilities and learning styles is vitally important for learning. Therefore, we incorporate observations, analysis of learning, planning and reflection guided by the approved frameworks into our daily practices. Our program is led by children's interests, voices, abilities, learning styles

In relation to our Educators believe:

- it is integral for all children to have a strong sense of who they are and where they belong. Therefore, we continually strive to build strong relationships with children and families and strengthen connections with the community.
- It is important to work in partnership with families and other professionals to ensure that all children, have equal opportunities and equal access to activities, resources and adult interaction, inclusive of their culture, gender, religion, language, family structure and ability.
- each member at Rosswood Pre-School possess unique strengths, abilities and potential. Therefore, we strive to be a strength-based centre that celebrates strengths and abilities, enabling a sense of wellbeing and belonging.
- in ongoing continuous critical reflection on ourselves and our practices

- it is vital for success that we support all children with differentiated teaching strategies to provide right amount and challenge to every child.
- we work together and collaborate to maintain and improve standards and respect individuality, and support and assist in each other's ongoing professional development.

In relation to our broader community we believe:

- in acknowledging that we are part of a bigger community, within a broader global world, and encouraging children to be future community leaders
- in promoting and building a strong sense of community collaboration within our own centre, its integrated services, community services, and with other community professionals and community groups.
- in building strong links with schools to promote positive transitions

In relation to the learning environment we believe:

- the physical environment plays an important role in providing opportunities that are essential in developing lifelong skills. Therefore, we encourage the holistic nature of children's learning with emphasis on enhancing wellbeing and provide environments that promote autonomy, child-led investigation and positive relationships.
- the materials and resources found in our rooms reflects our diverse family cultures and are derived from the natural world. This promotes an understanding of cultural diversity and an appreciation for the natural environment and for long term sustainability.

Our Children's shared voices believe: -

- in being safe, happy, kind, having fun with different "things" and wanting to come to kindergarten.
- in learning new things, making new friends, and working as teams.
- our educators help us. They play with us be caring, make things together and teach us.
- in belonging and respect by caring, sharing and helping each other, and our work displayed and talked about.
- in being clean, tidy and not "messy" for everyone.
- Educators should teach them to be healthy and to respect our planet.

Our philosophy and programming are guided by the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Early Years framework (EYLF). Practice Principles and Learning Outcomes underpin these frameworks and inform the development of our pedagogy that assists in planning and implementing quality programs.

Child Safety Statement

Rosswood Pre-School Centre has zero tolerance for child abuse.

Rosswood Pre-School Centre is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Rosswood Pre-School Centre has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.



PROGRAMS AND PLANNING

Early Years Learning Framework



- Rosswood Preschool Centre embraces the principles and practices of the Early Years Learning Framework for Australia (EYLF) as a foundation to our play-based learning philosophy. This framework has been designed to extend and enrich children’s learning, maximise their potential and develop a foundation for future success in learning.

The EYLF describes childhood as a time of belonging, being and becoming. The most important part of belonging to the Rosswood Preschool community is feeling included, accepted and valued for being who we are; this in turn allows us to become confident, capable and independent people within our community.

Our educators are committed to equity believing in all children’s ability to succeed and use the following outcomes to guide their programs:

Our Kindergarten Program

3-year-old Kindergarten

Three-Year-Old Preschool is a great way for children to learn the routine, expectations and skills to be independent. Often starting preschool is a big step, not only for your child but for everybody in your child’s life. As educators we work in consultation to nurture and educate your child as they grow and develop. We run a play-based program in line with the National and Victorian Early Years Learning and Development Framework. The teachers observe your child, their needs, strengths and challenges in the context of their family and as part of the group, create a plan and set up a program to scaffold and inspire curiosity and build skills, confidence and independence.

Your child will have many opportunities at Rosswood Preschool Centre, most importantly, the to socialise with other children as well as to build trusting, responsive and meaningful relationships. There will be opportunities for them to role play, problem solve, be creative and sometimes just to get messy – just to

name a few! Together as educators, we will work with you and your family to get to know your child and support your child's well-being and holistic development.

4-year-old Kindergarten



The four-year-old program places specific emphasis on interest, strength, and play-based learning, encouraging children to be active and engaged learners who explore their world with confidence. We aim to create a rich and diverse learning environments to support each child to grow and develop to their full potential.






Your child will have opportunities to engage in a range of high-quality learning experiences and activities that are both stimulating and fun. Your child's learning and curiosity will be encouraged through experiences and activities, such as exploring the natural world, being exposed to new ideas and solving problems. Your child will learn to work with others and make friends through group activities and cooperative play, express their creativity through dance, movement, and art, build their communication skills by listening to and having conversations with the educators and other children and develop the skills required to be contributing and successful community members who are prepared and supported to make a positive transition to school.

Rosswood Preschool Centre provide opportunities for children to join in specialised programs and incursions including sports and music through our various partnerships. These additional programs are a valuable resource for our service and families as we understand the importance of children being active and creative and want to enrich the programs available.



SESSION INFORMATION

Session Days and Times

Monday	Tuesday	Wednesday	Thursday	Friday
Menyan Group 	Ngamae 	Menyan 	Ngamae 	Ngamae 
Session hours: 8:30am – 4pm 7.5 hours	Session hours: 8:30am – 1:30pm 5 hours	Session hours: 8:30am – 4pm 7.4 hours	Session hours: 8:30am - 1:30pm 5 hours	Session hours: 8:30am – 1:30pm 5 hours

In 2023 our kindergarten groups have been named using the local traditional language. The names have been approved for our use by a Traditional Owner. 'Menyan' means 'Moon' in Wurundjeri and is pronounced /Meenyan/ and Ngamae means 'Sun' and is pronounced /nyamae/.

2022 Term Dates

Term 1	Monday, 30 th January – Thursday, 6 th April 2023
Term 2	Monday, 24 th April – Friday, 23 rd June 2023
Term 3	Monday, 10 th July – Friday, 15 th September 2023
Term 4	Monday, 2 nd October – Wednesday, 20 th December 2023

2022 Public Holidays

Rosswood Preschool will be closed on these Public Holidays which occur during the preschool terms:

Labour Day	Monday, 11 th March 2023
Good Friday	Friday, 7 th April 2023
Easter Monday	Monday, 10 th April 2023
ANZAC Day	Tuesday, 25 th April 2023
Queen's Birthday	Monday, 12 th June 2023
AFL Grand Final	Friday, 29 th September 2023
Melbourne Cup	Tuesday, 7 th November 2023

STARTING KINDERGARTEN



This may be the first experience your child will have away from you for any length of time and certainly the first experience of sharing the attention of an adult with many other children at the same time. It is important to remember that each child will adjust

differently according to temperament, past experiences separating from you, social predisposition and whether he/she can communicate with others.

The first few weeks especially will be very tiring and keeping a meal/bath/early bed routine will impact positively on the way your child manages this new experience. Young children need 11-12 hours of sleep and a balance of active play and rest so as not to become over tired and over-stimulated.

Here are some tips to help your child settle well!

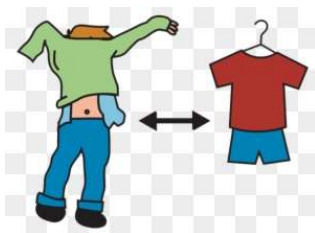
- Speak positively about their Kinder experience at home
- Read the Rosswood Preschool learning story with your child regularly in the weeks prior to them attending
- Establish a routine – hang up bag, wash hands, take lunch box/water bottle out of their backpacks, sign in and take your child to a staff member or one of his/her friends
- Always say goodbye before leaving, even if it means that your child gets upset; say when you are coming back in terms your child will understand i.e. “I will be back after you’ve eaten your lunch”
- Never ‘sneak’ away as it erodes trust
- Be confident leaving your child even if you don’t feel it!
- Come back on time EVERY time to lessen the anxiety
- Avoid putting expectations onto your child e.g., asking them to paint a picture for a family member or make a new friend etc. This can sometimes add to their anxiety
- Always bring a water bottle, lunch box packed with nutritious foods they enjoy eating and a change of clothes to avoid anxiety if your child needs to change
- Avoid discussing your concerns about your child with the educators in front of them
- Be assured that if your child is upset and not managing, our educators will call and ask you to discuss a plan which may include, returning earlier or modifying the length of session to support their needs

What to bring to kindergarten?

Each time your child attends Rosswood Preschool Centre please ensure they bring with them a bag/backpack filled with the following items:

- Water bottle filled with water only
- Lunch box with healthy lunch foods you know your child will eat. Please consider whether your child can open their lunchbox and containers independently.
- A piece of fruit or vegetable for morning snack time.
- Spare change of clothes – including top, jumper, pants, underwear (playing can get messy!) NB: sleeves must be worn September-April; no strappy sundresses please and no thongs (see Sun Protection policy).
- Weatherproof jacket in winter months

ALL items MUST be clearly marked or labelled with your child's name.



If you require labels for your child's belonging, we can offer a discount through Label Kingdom by you entering the Fundraiser ID code **SF3175** when you are at the checkout for your order.

<https://www.labelkingdom.com.au/>

Communication

As part of our sustainability endeavours, emails will be sent where possible in place of paper to reduce landfill. Please ensure you save this email address into our contact list, so you do not miss important information: rosswood.kin@kindergarten.vic.gov.au

We require a minimum of one email address per family, please ensure we can communicate efficiently.

If your child is hurt during his or her time at kindergarten, staff will assess and treat the injury and complete an accident and injury form, which you will be asked to sign at pick up time. This form will then be on your child's file for future reference. In the event that your child sustains an injury to the head during play you will be contacted and required to come and collect your child immediately and keep under close observation.

What to Wear

The clothing children wears to preschool each day should be easy to move in, weather appropriate and sun safe. Please dress your child in clothing with sleeves (no strap tops or dresses) during the warmer months and provide a warm, weatherproof jacket and beanie for the winter months.

Children's shoes need to be comfortable, well fitted, and suitable for outdoor play and climbing. Platform heels, thongs, or shoes without straps behind the heels are not recommended due to the tanbark surface in the outdoor learning environment. Closed shoes, sneakers and well-fitted sandals are recommended and necessary in line with our OH&S requirements.

We provide protective smocks, but even so, children at preschool still manage to get dirty! Please send children in play clothes that you can easily wash, are ok to get a mark or stain on them and that are **clearly labelled** with their name. Children need to be easily and quickly able to manage their clothes when they go to the toilet. Belts, stiff press-studs, and overalls are not suitable for children learning to toilet independently at preschool.

You will also need to provide:

- a **complete set of spare clothes** in your child's preschool bag throughout the year – socks, underwear, tops, and pants/dress. We have limited spare clothes at the preschool. In the event these items are not provided it is the responsibility of the parents to drop-off these items or collect children to be taken home and re-dressed.
- a warm coat or jacket on cold days is required for daily wet weather and outdoor play.
- Nappies if your child is not yet toilet trained



Uniforms

To assist you in choosing appropriate clothing and help children feel a sense of belonging we are excited to continue our partnership with Eduthreads for our Kindergarten Uniform. Our uniforms proudly display our Rosswood Preschool logo and can be ordered and paid for online in the sizing and colour of your choice. Information will be given to you at your interview with how to order and sizing samples are available to try on at the centre. Uniforms are not mandatory but given the daily wear and tear of clothing during the kindergarten year they are recommend. Their comfort, quality, value for money, ease to care for and meeting sun safe policy requirements gives one less thing to think about when getting ready each morning. Below are some of the samples of the uniform options.



Follow this link to view the range or to place an order.

<https://eduthreads.com.au/collections/rosswood-pre-school-centre>

Lunch boxes

We believe that in partnership with families we can have a positive impact on children’s eating habits to promote lifelong health and wellbeing.

During the 5-hour sessions the children eat twice. Once for a morning snack of fruit and vegetables, and again for lunch. For the long day session, the children will eat 3 times. Once for morning snack, lunch and then afternoon snack. Children need to bring a named water bottle to every session, only water is to be provided.

As part of our educational program, children will be introduced to the concept of “everyday” foods and “sometimes” foods. “Sometimes” foods are high in sugar, fat and salt. We encourage families to pack a healthy lunchbox with lots of “everyday’ foods and keep the “sometimes” foods to a minimum.

“Everyday” foods are suitable to be brought to Rosswood Preschool Centre and include: a variety of raw fruit, e.g., apples, bananas, pears, oranges, mandarins, kiwi, watermelon, strawberries, pineapple, and stone fruits; a variety of raw vegetables e.g., cherry tomatoes, celery sticks, capsicum, cucumber, zucchini, broccoli and mushrooms; cheese; sandwiches, wraps, rice crackers and pita bread with fillings such as cheese, meat, egg, vegemite, tuna and salad; rice or pasta salad.

Children’s food is kept on a trolley in the air-conditioned playroom; however, we advise you to provide insulated bags and ice bricks to keep food cool. Consider the weather before sending yoghurt, eggs, meat and other foods that may go off.

With your help we can actively promote children’s independence, please ensure your child can open his/her lunch box and any smaller containers without assistance.

Only provide yoghurt in tubs - not tubes. Tubs of yoghurt are easier for children to open. The yoghurt in tubes cannot be seen before it is eaten – so there is no way of seeing if the yoghurt has gone off.

Orientation

A gradual orientation is a necessary part of commencing kindergarten for all children and parents/carers. Rosswood Preschool believes our process helps children with settling and building trusting and responsive relationships. A full schedule of the orientation program will be attached in a separate document outlining the temporary changes to the start and end times as we assist children to settle into kindergarten and feel secure and safe in their surrounds.

If you feel your child will need more support in settling or separating from family, please contact the service to arrange a meeting so we can form a plan that supports individual needs and minimises distress.

Arrival and Collection of children

For safety our foyer door is always locked. When children are in session, please ring the doorbell and wait patiently. If arriving in the first 30 minutes of a session or when collecting children at 1.30pm (Tuesday, Thursday & Friday) or 4pm (Monday & Wednesday) for sessions, you do not need to ring the bell. The door to the preschool will be managed by the teachers who are responsible for monitoring the arrival and collection of children daily.

Regulations require that educators sign children in and out of the preschool on arrival and departure each day, in the Attendance Book. Although our educators attend the preschool prior to sessions, children are not permitted before the stated start times, as educators have responsibilities in preparing for the session and undertaking safety checks. If you arrive early, please wait outside with your child until an educator opens the door to invite your child in.

If someone other than a nominated or authorised parent, carer or adult is collecting your child please inform one of our educators at drop off so they can record the person's details in the attendance book. According to Regulations educators will only hand over your child to people authorised by you on the child's enrolment form. You can add to that list throughout the year, but it must be prior to the other person picking up. When a person authorised to pick up your child comes for the first time, staff will sight photo identification. Please ensure the person has photo ID such as a Driver's License which lists a full name.

It is important that all children be collected punctually at the conclusion of each session. It can be very upsetting for children to after session. If a child is not collected at the end of a session, parents or carers will be phoned at home or work for immediate collection. If we cannot contact parents/carers, the emergency contacts you provide on the enrolment form will be phoned and will have to come and pick up your child on your behalf. Late fees will apply (see our drop off and collection policy and fee policy for more information).

Birthdays

At Rosswood Preschool Centre we can celebrate your child's birthday or important milestones. We do this in consultation and with respect to the needs, preferences and with the support of parents/carers and guided by the children. Cake or cupcakes may be brought to share with the children of the entire group but lolly-bags, or other sweet treats must be kept to a minimum in line with our healthy eating policy. If you are planning to bring bags to kinder, please discuss this with our educators prior your child's celebration. If you would like to bring a non-food treat instead, we recommend bubbles, stickers, stamps, or small tubs of playdough.



Commented [KDS1]:

Artwork



Children's artwork often needs time to dry before taking home. Once dry however, it is folded and filed in a basket in the children's locker area for you to take home and enjoy. Please check the basket weekly for your child's artworks.

It is not essential for you to take home your child's work if he or she is not interested in it. Children of this age often enjoy the process rather than being interested in the finished product.

STAYING SAFE AT KINDER

Food Allergies

Children attending Rosswood Preschool may have serious or even life-threatening allergies. For this reason, we do not allow children to share food from their lunch boxes.

To assist in making our preschool safe for all children to attend we ask you avoid bringing:

Nuts

Nutella

Peanut butter



And labelling all food containers, lids and boxes clearly so children can learn to manage their own food and health requirements.

Additions to the list of food that must be refrained from being packed into lunchboxes may be added to if we have a child enrolled with a particular food allergy. Information will be circulated to families as required.

This is where we learn. Please do not smoke here



In Victoria, smoking is not permitted on the grounds of, and within four metres of an entrance to, all preschools, schools and childcare centres. We remind you not to smoke anywhere on our premises, inside and outside, to within four metres of our front gate.

Sun Safety

During the September–May period, we advise parents to apply sunscreen to their children prior to their arrival at preschool, so that the children are protected when they go outside to play in the morning. Sunscreen is available at the gate on arrival. If teachers take the children outside two hours after the children first arrive, staff will assist the children to apply their own sunscreen and set up experiences in well shaded areas.



We also ask you to dress your children in sun sensible clothing throughout the year which covers children’s shoulders and back (rather than sleeveless tops). Children who are not dressed appropriately for the weather will be encouraged to stay inside.

We will provide your child with a sun safe hat to wear at kinder. We encourage you to provide your child with sunglasses to wear at preschool.

Sunglasses can reduce UV exposure to your child’s eyes. Choose close-fitting wrap-around sunglasses that meet Australian Standard AS 1067.

We include Sun Smart education in our educational program for children and we provide information for families about being SunSmart. Our educators will model SunSmart behaviours and attitudes to further promote the SunSmart cause.



Car Safety

Never leave a child alone in a car, even with the windows are down. Rising temperatures inside a car can cause a child to suffer from heat stress, dehydration, shock and in extreme cases, even death. We understand this can be challenging but ask you always remove all children from the car at arrival and collection times.

Always use the passenger door closest to the footpath to get your children in and out of the car. Outlook Drive is a busy street and with a narrow parking area we recommend using the local shops car park when the passenger door is not accessible for your family’s safety.



Safety is paramount when transporting children to and from Rosswood Preschool. Please ensure your child is always in a car seat, especially when your child is being collected by a family member or friend. Our educators are unable to allow children to leave the service if the person collecting them do not have an approved and correctly fitted car seat.

Children with additional or medical needs

Rosswood Preschool Centre is committed to including all children including those with additional needs. The information we collect informs how best to support children, helps us make necessary accommodations, plan staff and supports and create individual learning plans for success. If you would like to discuss your child's needs, please make a time with your child's teacher. We require supporting documentation, strategies, goals and plans from allied health and other professionals to enable us to meet individual needs. This may include medical conditions, allergies, court orders, parenting or behavior management plans. Children who require medication to be administered, have allergies or sensitivities need management plans documented and risk assessments undertaken prior to commencement. Adequate time must be given for review of this information prior to commencement so please be proactive and assist teachers with any requirements for successful inclusion planning.



Medication and Health

All educators hold a current Working with Children card, First Aid certificate, Anaphylaxis Management certificate and Emergency Asthma training, and update their CPR and Anaphylaxis training annually.

Three fully stocked First Aid kits are also kept at the kindergarten.



If your child has a known medical condition (Anaphylaxis, Asthma, Epilepsy, Diabetes, Cystic Fibrosis etc.) he or she can only commence kindergarten once your child's doctor has prepared a medical action plan for staff complete with all procedures to be followed in the event of an episode. This plan will always be displayed, and all necessary medication will always need to remain at the kindergarten. Please see relevant policies for more information.



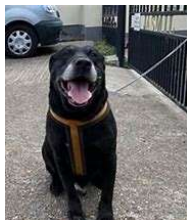
Educators do not administer non-emergency medication to children. Parents are required to administer medication before or after preschool. Children requiring medication, such as antibiotics, should only be brought

to preschool if they are no longer contagious and if they are well enough to benefit from the program.

Parents must keep children absent from preschool when children are unwell including showing any signs or symptoms of being unwell. Children with pain, persistent coughs or runny noses are not well enough to come to preschool. Please consider the well-being of other children and educators. Be sure children are fully recovered from their illness before returning, even if the children want to come back to kinder.

If our educators feel children at preschool are unwell, parents will be contacted to take the children home. If they cannot contact parents, the emergency contacts you provide on the enrolment form will be contacted and required to collect the children immediately.

Animals



Animals are not permitted onsite of Rosswood Preschool Centre, this is a requirement of our licensing agreement with the City of Greater Dandenong who own the building. Pets should be left at home whilst you drop off or pick up your child. If you do bring your pet for a walk, please secure them outside the premises using their lead and ensure the appropriate welfare of the animal by keeping them shaded, supplying water if required etc.

FAMILY ENGAGEMENT

Research has shown, and we strongly believe that children's learning is enhanced when their parents and family are actively involved. Parents and carers are encouraged to participate in preschool life. You are always welcome to either visit for part of a session or to help on a regular basis if scheduled prior with the teacher. Parents and family members are also encouraged to be involved in the management of the preschool by volunteering on the committee of management or by getting involved in fundraisers and special events throughout the year.

The Stay, Play Roster

A stay and play roster will be available at Orientation Interviews and throughout the term.

The benefits of Stay and Play include:

- Find out what the children have been doing or learning
- See your child in action, ask questions or be inspired
- Discuss areas of concern or areas you wish to strengthen
- Find out who your child plays and is friends with
- Get to know your teachers
- Share a talent or interest, for example cooking, singing, reading etc.
- Help, observe, take an interest
- Join in during special occasions, incursions and events
- Create life-long memories with your child I their year before school

Please speak to a member of our team if you would like more information or to get involved. It is expected that a member of every enrolled child's family participates in this program and shows enthusiasm and commitment to the values of Rosswood Preschool Centre.

Gardening

The COM are responsible for the maintenance of the kindergarten ground. We would love to have some regular gardening volunteer who are willing to help with:

- mowing the lawn
- weeding the flower beds
- sweeping/general maintenance of outdoor spaces
- working with the children to maintain our vegetable garden and bush tucker garden.



Share a skill

We love having parents in who can share a skill with the children. This could be something you are knowledgeable or just passionate about. In the past we have had parents who are a GP or Dentist come in and talk to the children about being healthy. We have also had parents come in to share their cooking, sewing or woodworking skills with the children. If you have a skill you would like to share we would love to invite you in to share it with the children. Please email us or talk to the Educators.

Committee of Management

Rosswood Pre-school is a community run preschool. This means that:

- we are a not-for-profit organization and any profits that the kindergarten makes are reinvested directly in the kindergarten and not paid to commercial owners or shareholders.
- the kindergarten is managed by a committee of parents whose children attend the service. This strengthens the community connections and investment in the service. Every parent of a child attending the service becomes a member of the Rosswood Pre-School Association Inc.
- we make decisions that reflect our community and build connections and friendships for our families.
- your whole family has the opportunity to get involved and meet people in your community by being part of committee and helping to organise events or by just attending events such as our Parent Information Evening, AGM, celebrations, picnics, open days etc.
- you have the opportunity to give back to the community by volunteering to help with any jobs that need doing around the kinder or by joining the Committee of Management.



We rely on parents joining our Committee of Management (COM) in order to keep our preschool running as a not-for-profit community organisation. You do not need any experience to join the committee and there is a lot of support available. In fact, it would look really great on your resume! If you would like more information or are interested in joining the COM you can contact Emma, our Administrator, who will be able to answer any questions you may have. Alternatively, you can contact Emma directly on the kindergarten email below.

Other ways to support the kindergarten

We have a range of regular laundry that needs to be done to keep the kinder running smoothly and we would really appreciate it if parents can sign up to support us with this.

We also run regular events and fundraising activities throughout the year. Your engagement with these is really valued. If you are interested in helping with the coordination of events, please speak to the Educators, Administrator, or contact the committee using the emails at the end of this booklet.

IMPORTANT PAPERWORK

Change of Contact Details

Please notify the preschool immediately if there is a change of your address, phone number, circumstances or needs. This also applies to changes in work contact details, and emergency contact details. It is important that we can contact you quickly should the need arise. We will endeavour to leave a message where possible and require a call back ASAP.

Changes should be notified to us in writing and can be done anytime throughout the year when your details need to be updated.

Please take the time now to save the following numbers in your phone so you know when it is Rosswood Preschool Centre calling you:

Rosswood Preschool Centre service number: 03 9795 6010

Administration mobile: 0450 215 420

Educators' mobile: 0414 575 420



Enrolment and Privacy Statement

Rosswood Preschool Centre is committed to protecting personal information in accordance with our obligations. We will usually collect personal information directly from the individual, either in person, in correspondence, in an expression of interest or enrolment form, over the phone or over the internet. Sometimes Rosswood Preschool Centre will collect personal information from another third party, for instance from the City of Greater Dandenong who manage the Central Enrolment Scheme for the 3 and 4-year-old programs.

We are committed to ensuring privacy is maintained with all files kept in lockable cabinets and parents can request to see their child's records in accordance with our policies and procedures.

For more information regarding our enrolment or privacy policies, please speak to one of our educators, request a copy or read our copy in the policy folder located in the foyer.

Fees

Rosswood Preschool Centre has opted into the Victorian Government's Free Kindergarten scheme for 2023.

This means you will not be charged any compulsory fees for 2023.

We will be running fundraising events throughout the year to supplement our funding. If you would like to make a donation toward the maintenance of the kindergarten and help us continue to deliver a high quality program throughout the year, then you are welcome to do so by bank deposit using the details below.

Internet Banking – Electronic Funds Transfer (EFT):

Account Name: Rosswood Preschool Centre

BSB: 063 125

Account NO: 1016 3240

Please include child's name in the reference section, as record of your transaction

Withdrawal from Rosswood Preschool Centre

We understand that family's needs or circumstances change throughout the year. If you need to withdraw your child's place from Rosswood Preschool Centre we request, you send us an email a minimum of 2 weeks prior to your child's last day of attendance stating

1. Your child's name and group
2. Last day of attendance
3. Reason for withdrawing

Please send the email to rosswood.kin@kindergarten.vic.gov.au

For notice given less than 2 weeks, full fees will be applied for this time.

CONTINUOUS IMPROVEMENT

The Committee of Management of Rosswood Preschool Centre strives to improve our preschool, so that our practice, environment and educational programs are meeting the needs of our children and families with a service of the highest quality. Your input toward continuous improvement is greatly valued. If you have any feedback, suggestions or even complaints, we are always willing to listen, consider and improve. Please feel free to call or email committee members and we will work with you on your suggestion. There is also a suggestion box in the foyer, with forms to fill out detailing your suggestions.

Executive Committee members can be contacted at any time via email if you have any queries. A typical response time is approximately 48 hours.

President: rosswood.president@gmail.com
Vice President: rosswood.vicepresident@gmail.com
Treasurer: rosswood.treasurer@gmail.com
Secretary: rosswood.secretary@gmail.com
General Members: rosswood.generalmember@gmail.com

ROSSWOOD PRESCHOOL CENTRE CONTACT DETAILS

Address: 70 Outlook Drive Dandenong North VIC 3175

Email: rosswood.kin@kindergarten.vic.gov.au

Phone: 03 9795 6010

Admin mobile: 0493 508 532

Facebook: Please like and follow us Facebook to be kept up to date on all current programs, news and events

<https://www.facebook.com/rosswoodpreschool/>

Website: <https://rosswoodpreschool.kindergarten.vic.gov.au/>



LINKS TO USEFUL WEBSITES

<http://www.transitiontoschoolresource.org.au/>

<https://www.education.vic.gov.au/parents/Pages/default.aspx>

<https://raisingchildren.net.au/>

<https://parentline.com.au/>

<https://www.kidspot.com.au>

<https://www.indigenous.gov.au/>

<https://www.downsyndrome.org.au/>

<https://allergyfacts.org.au/>

<https://asthma.org.au/>

Please let us know if you have any questions, we have not answered in our Parent Handbook. We are looking forward to the year ahead and thank you for being a part of the Rosswood Preschool Centre community.

