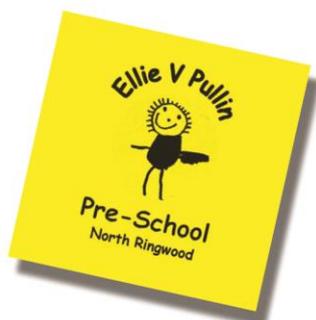


2023

Ellie V. Pullin

Pre-School

Information Book



Ellie V. Pullin Pre-School Centre Inc.

30 TORTICE DRIVE NORTH RINGWOOD 3134

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Play • Discover • Grow

CHILDRENS SERVICE CENTRE REGISTRATION NO. 3031 ABN 98 8976 08343 Incorporation No: A0013171R

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WELCOME

Welcome to Ellie V Pullin Pre-School, we hope that you and your child will enjoy your time with us.

Please read our handbook carefully, to become familiar with our Centre. Parents who have had older children attend our kinder are encouraged to read the handbook also, as changes occur every year.

If you have any further questions, then please don't hesitate to ask.

From the Staff and Kinder Committee

CONTACT DETAILS

30 TORTICE DRIVE, NORTH RINGWOOD, 3134

PHONE: 9876 4251 Mobile 0491 634 337

www.ellievpullinpreschool.vic.edu.au

Email: info@ellievpullinpreschool.vic.edu.au

EMAIL ADDRESSES

President: president@ellievpullinpreschool.vic.edu.au

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Enrolments: enrolment.ellievpullin@gmail.com

Kindergarten Teachers: Olivia@ellievpullinpreschool.vic.edu.au

melissa@ellievpullinpreschool.vic.edu.au

meg@ellievpullinpreschool.vic.edu.au

HOURS OF OPERATION

The kinder is staffed at the following times:

Day	Time
Monday	8.00am - 4.30pm
Tuesday	8.00am - 4.30pm
Wednesday	8:30am - 4.00pm
Thursday	8.00am - 4.30pm
Friday	8.30am - 4.30pm

The front door is locked during session times to ensure the safety and well-being of the children. If entry is required during these times, please ring the doorbell for access.

STAFF

4-Year-Old Program

APPLE BERRIES- Mon, Tues & Thurs

Teacher:	Olivia Rundle	Master of Teaching
Co-Educator:	Vanessa Stephens	Diploma of Early Childhood Education and Care
Co-Educator:	Selina Watkins	Certificate III Children's Services

HONEY POTS- Wed & Fri

Teacher:	Melissa Grisius	Bachelor of Education- Early Childhood
Co-Educator:	Andrea McShane	Certificate III Children's Services

3-Year-Old Program

GUM NUTS – Tues & Thurs

Teacher:	:	Meg Anastasi	Bachelor of Education (Early Childhood)
Co-Educator:	:	Melissa Manthey	Diploma of Early Childhood Education and Care
Co-Educator:	:	Serena Fermaner	Diploma of Early Childhood Education and Care

ADMINISTRATION/FEES OFFICER: Vicki Morrow - Contact hours Mon,Tues, Fri 9-2pm

CODE RED FIRE DAYS

The kindergarten **does not** operate on Code Red Fire Days in accordance with Department of Education & Training policy.

In the event of an evacuation taking place at Ellie V Pullin Preschool, our evacuation point is to North Ringwood Community Centre. This is located at 35-39 Tortice Drive North Ringwood (Opposite the kindergarten). Contact Phone Number is 9876 3421.

SESSION TIMES

4-Year-Old Program

APPLE BERRIES

Monday	11:30 am	to	4:30 pm
Tuesday	8:00 am	to	1:00 pm
Thursday	11:30 am	to	4:30 pm

HONEY POTS

Wednesday	8.30 am	to	4.00 pm
Friday	8.30 am	to	4.00 pm

Total Weekly Program - 15 hours

3-Year-Old Program

GUM NUTS

Monday	8:00 am	to	11:00 am
Tuesday	1:30 pm	to	4:30 pm
Thursday	8:00 am	to	11:00 am

Total Weekly Program - 9 hours

ELLIE V. PULLIN

The Ellie V. Pullin Pre-School is proudly named after **Mrs. Ellie V. Pullin MBE** (dec) and was officially opened by her on 19th November 1988.

The existing Pre-School was originally located in Scots Hall, Adelaide Street, Ringwood, which is now the Eastland Shopping Centre. On 27th August 1988 the Pre-School moved into new premises at 30 Tortice Drive Ringwood North.

Mrs. Pullin's involvement with Ringwood's Pre-School community began in 1950 when she was elected President of the Pre-School Parent's Club. It was from this position that she actively pursued the Ringwood Council to provide land for the establishment of a kindergarten. The result was land in Greenwood Park where Greenwood Park Kindergarten was established and officially opened on 10th December 1955. In addition, land was also acquired in Notlen Park on which Notlen Park Kindergarten was later established.

During this period Mrs. Pullin also played a major role in forming the Ringwood Pre-School Association. This Association, united with similar organisations throughout Victoria to form the Victorian Municipal Association. In 1958 Mrs. Pullin became the Secretary of this organisation, a position she held for the following 17 years. In this role she contributed to the organisation of many conferences, assisted many organisations with fundraising and stimulated the dissemination of information throughout kindergartens statewide.

Soon the Victorian Municipal Association became a part of the Australian Pre-School Association and, between 1960 and 1982, Mrs. Pullin spent much time travelling interstate to attend many meetings. In 1961 she attained the position of Convener for the "Organisation Mondiale pour "ducation Prescolaire" (OMEP), a non-government organisation attached to UNESCO. In this role she traveled overseas and exchanged ideas with many interesting people. In 1975 Mrs. Pullin acted as Vice President of the whole Asia Pacific Region for the OMEP.

In June 1973 all of Mrs. Pullin's dedicated work in the Pre-School system was recognised with an MBE during the Queen's Birthday celebrations.

We at Ellie V. Pullin Pre-School are proud to be associated with this wonderful lady who gave so much to kindergartens locally, nationally and internationally. Her tireless work for the children inspires us all to keep working to maintain and improve all of our pre-schools to the benefit of those special, small people who attend them.

PHILOSOPHY



Ellie V. Pullin Pre-School is committed to engage in family centered practices by respecting the essential role of families, and providing a collaborative, respectful partnership between families, children, educators and the local community.

Through our programs, Ellie V. Pullin Pre-School aims to:

- ❖ Encourage and respect each child's right to develop their skills, interests and knowledge so that all children have the opportunity of achieving a better outcome through their learning and development, helping to build foundations for social, emotional and spiritual well-being.
- ❖ Offer a secure, caring, happy environment, acknowledging that each child is unique, and to provide support in helping to promote each child's strengths, individuality and positive self-image so that children feel a strong sense of self identity.
- ❖ Focus on the relationships between children, families and educators, fostering a deep sense of security, trust and acceptance of themselves and others at all times. Respectful relationships and cooperation based on mutual trust and open communication are fundamental to a child's learning and development.
- ❖ Provide an environment where children are connected with and can contribute to their world, allowing them to develop to their full potential and learn self-discipline, responsibility, decision-making, kindness and respect for others
- ❖ Provide the opportunity for non-discriminatory learning experiences, in a stimulating environment where children can become confident, involved learners based on materials, equipment and resources selected to demonstrate a range of lifestyles that include family values, social and cultural differences, gender and language diversity, all of which help to shape children's learning and development.
- ❖ Welcome, support and promote the inclusion and diversity of children with additional needs with equal and unbiased participation so that they feel a sense of belonging to our community.
- ❖ Have fun in a safe and inviting environment that values educators, children and their families, and respects and welcomes their contributions to the preschool where spontaneous, enjoyable and meaningful play helps to create learners for life.

Commitment to Child Safety and Wellbeing

All children have the right to feel safe, and to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Ellie V Pullin Pre-School is committed to preventing child abuse and identifying risks early and working to reduce these risks.

Ellie V Pullin Pre-School has robust human resources and recruitment practices for all staff and volunteers.

Ellie V Pullin Pre-School is committed to regularly training and educating our staff and volunteers on child abuse risks.

We are committed to the cultural safety of Aboriginal children and all children from a culturally and/or linguistically diverse background.

We are committed to providing a safe, supportive and nurturing learning environment for children with a disability or experiencing other vulnerabilities.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Fee Information for Families

Free Kinder –

Three and four-year-old kindergarten programs are free for all families in 2023 as a part of the Victorian Government's Early Childhood Reforms. The kindergarten will receive the funding directly from the Government, you will not have any out-of-pocket fees or have to claim money back.

For three-year-olds, a free kinder program will be provided for between 5 and 15 hours per week. Four-year-olds, the free kinder program will be provided for 15 hours per week.

You are only able to access a funded kindergarten program and the free kinder subsidy at one service at a time (ie you cannot claim the free kinder subsidy for a sessional kindergarten program and for a program in long day care)

1. Other charges

Other charges levied by Ellie V Pullin Preschool Include:

- **Excursion/service event charge:** A fee to contribute to covering the costs of attending an excursion, bus hire etc may be charged as a one-off fee. Families with an eligible concession will not be charged this fee.
- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are late in collecting a child from Ellie V Pullin Preschool. The charge will be at the discretion of the Committee of Management and will be calculated as follows:
 - A flat fee of \$25 will be levied if your child is not collected within 10 minutes of the end of their kinder session, then \$1 per minute will be charged after that until the child is collected. The late fee will be invoiced to the family with payment due in 7 days.

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should be sighted by Ellie V Pullin Preschool on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child attending kindergarten Contact Ellie V Pullin Preschool for further information.

2. Children turning three during the year of enrolment

Children can only commence the program when they have turned three years of age

3. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

COMMITTEE of MANAGEMENT

The Committee of Management is finalised at the Annual General Meeting each year. It is made up of the parents of children attending the Pre-School. The Committee is responsible for the provision of support services to the staff in the form of day to day running, employment, finance, maintenance, enrolments and any other areas of concern.

Being a member of a committee is a rewarding experience. It enables you to participate in an important area of local community. On a personal level you become involved with other parents and staff at the Pre-School.

The Pre-School is an independently run not-for-profit non-government kindergarten. It is run by the parents on the committee and staff. All committee members are required to sign a confidentiality agreement upon being elected to the committee to ensure that all discussions regarding the kindergarten and its operation are not disclosed to the public. We urge all parents to give serious consideration to a position on the committee for the wellbeing of the Pre-School and its' children.

The Committee comprises of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Staff Relations Officer
- Fees/Administration Officer
- Enrolment Officer – 3 and 4-year-old
- Marketing Officer
- Grants Officer
- OH&S Officer
- Maintenance Coordinator
- Fundraising Coordinator
- Fundraising Assistant
- Group Representative- Apple Berries
- Group representative- Honey pots
- Group Representative – Gum Nuts

FUNDRAISING

Not all costs associated with running Ellie V Pullin Preschool are covered by Department of Education and Training funding and parent's fees. Fundraising is undertaken to meet the balance and/or pay for additional items that are required. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

WORKING BEES

To maintain our playground and classroom in a safe and presentable manner, the kindergarten will run a working bee once each term, on a weekend, that families will be able to participate in.

Children are not permitted to attend these working bees for safety reasons. The relevant section of our Insurance Policy does not cover them in case of any accidents that may occur whilst the working bee is in progress.

PARENT PARTICIPATION

Parents are always welcome at the Pre-School. Pre-School is an extension of the home and your child will benefit from a program that is complimentary to both. Should you wish to stay and observe please let staff know prior.

All volunteer helpers will require a current volunteer Working With Children Check (WWCC) in order to participate in any kinder activities.

PARENT PARTICIPATION ROSTER

Each term parents are invited to put their names down on the Parent Participation Roster to help during a kinder session.

We know that you all have busy schedules however, your assistance at kindergarten is greatly appreciated and allows for staff to spend time with individual children.

It's not expected that a parent stays for a full session. We ask that you stay for as long as you are able to. Please speak to the staff for further information.

Being on duty involves helping with the activities in the daily running of the kinder program, helping children with snacks and drinks and general cleaning up and tidying.

Taking your turn on duty roster is rewarding and provides you with the opportunity to;

- meet some of your child's friends and other parents
- see your child in a different environment while he or she interacts with others
- watch your child grow and learn and become more independent as the year progresses
- join in the fun of Pre-School, interact with all the wonderful children while helping out with activities
- become familiar with the Pre-School, the routine, activities and experiences in which your child is participating

More importantly your child will love having you visit and help at Pre-School and will always be proud to be able to share Pre-School experiences with you.

PARENT HELPERS AND WORKING WITH CHILDREN CHECKS

Ellie V Pullin Preschool is dedicated to the safety and wellbeing of all our children. To support our commitment to the Child Safe Standards and our Child Safe Environment Policy, **all volunteer helpers** (including parents, grandparents and other family members) will be required to obtain a Working With Children Check (WWCC).

This will apply to all aspects of volunteering at the Preschool – including Kinder Duty, Bush Kinder and Excursions.

The Working With Children Check for volunteers is free and valid for five years.

HELPING OUT AT KINDERGARTEN

One of the main steps in becoming a competent reader is to have good language skills. Just chatting to children is one of the best ways of developing those skills.

Below is a list of some of the things you can do when helping at Kinder.

You can help indoors by:

- Writing names on children's work.
- Hanging up paintings & wet work to dry.
- Helping with puzzles. It's best not to do the puzzle for the child, instead help them by talking about the shape of the missing piece or helping find a piece that will complete the picture.
- Reading stories
- Helping children with their creations at the pasting table. It's best not to make something for the children but help them to develop their own ideas and perhaps help with the scissors and sticky tape.
- Encouraging the children to complete the task they are working on before moving on to the next activity.
- Help the children tidy up after themselves when they have finished an activity.

At snack/lunch time:

- Help clean areas where children will be eating.
- Help children with the routine of washing hands, collecting snacks, opening boxes.
- You can also sit down and have a rest, a drink and a snack when you are ready.
- Children love a captive audience so sitting and chatting with the children as they eat is a fun way to help develop language skills.

You can help outdoors by:

- Pushing children on the swing.
- Helping with shoes at the sandpit.
- Helping children climb.
- Helping children with taking turns at bikes.
- Playing ball games with children.
- Sit in sandpit and help with sandcastles/ideas.
- Assist with the final pack up at end of session.

At the end of the day it would be very helpful if you could help us to:

- Wipe tables.
- Stack chairs on tables.
- Wash paint and paste brushes.
- Tidy up home corner.
- Reset the imaginative play areas.

LAUNDRY ROSTER

Each group will be allocated one term during which the parents in that group will be asked to participate in the laundry roster.

Towels and smocks will be given out once per week and each family will be asked to assist with the laundry once during that term.

EXCURSIONS

From time to time excursions are organised where some parents will be required to accompany the children. Volunteer helpers will be required to hold a current volunteer Working With Children Check

MISCELLANEOUS

Sewing, repairing toys, covering books are sometimes jobs that parents can help out with.

If you have any special talents, interests or hobbies that can be incorporated into the program please let staff know.

In addition, the names of any useful contacts for paper, materials, equipment, art & craft supplies etc are always appreciated. The staff and committee always appreciate any offers of help.

Parents are also encouraged to help out with the program.

If you have any special skills, we would love for you to share them with the children. These may include playing a musical instrument, bathing a baby, cooking, sewing etc.

Thank you for giving us your time and for giving us your assistance.

COMMUNICATION

Close communication between home and Pre-School is important and we are always happy to talk to parents to discuss your child's progress or any other matter.

Parents are requested to inform the teacher of any change in routine or situation at home that may affect their child's behavior or development at Pre-School.

Whilst this may be difficult during session times, appointments may be made at other times that are mutually convenient.

Should parents have any concerns regarding the Pre-School program, please feel free to approach the teaching staff to address your concerns directly.

Please ensure that staff are notified of any change in residential, postal and email addresses and contact numbers within 7 days.

Parents should be aware that each child has their own individual file recorded by the teachers and, as a parent, these can be accessed and discussed at any time.

Parents are kept informed of events and activities by way of posts to Storypark, newsletters and notices that are sent by email or distributed by the teaching staff.

The Pre-School program are on display in the foyer for parents to view. Please check all these regularly to remain informed.

Communication between committee and staff occurs on a daily basis.

In a more formal manner, a report is presented by the teachers and committee members at the Committee Meetings, twice a term.

ARRIVAL & DEPARTURE

An Attendance Book is located in the foyer or at the front door and parents are required to sign their children in at the start of sessions and out at the end of sessions. It is important that the actual arrival and pick up times are noted.

Children **must** be accompanied right into the Pre-School premises and **are not** permitted to leave unaccompanied.

Your enrolment form will ask you to provide us with a list of people who have authority to collect your child from kindergarten. Should you require a person, other than one already nominated, to collect your child, please inform the staff of this, in writing, on the form provided by the kinder (Located under the Attendance Book) or via email.

All persons collecting children from Pre-School must be 18 years old or over.

Please be punctual when bringing your child to and collecting your child from kinder. Especially when collecting your child. There is only a short time between Pre-School sessions each day. A late pick up fee will apply to those families that are late collecting their child.

Parents need to be vigilant in ensuring that they do not let another person's child out through the gate. This also requires that parents supervise their school children, to ensure they are not needlessly entering and re-entering through the gate and/or placing other children at risk of getting out. Kinder/School children are not permitted to climb fences or surrounding trees. We would also like you to encourage your children to walk on the foot paths, and not swing on the front gates.

For safety reasons, we ask that you **reverse your car** into the car spaces provided at the kinder. Please be vigilant of the traffic on the road and always practice safe road rules with your child.

We all need to work together to keep children safe, therefore please ensure you stop an unaccompanied child at the gate and **do not** let them depart the premises.

For the safety of all and especially for our children who are fearful of dogs, please ensure that **no dogs** enter inside the Pre-School gates. **Dogs must be tied on outer fences away from the entrance area.**

Dismissal Procedure

- Children will collect bag/belongings and work prior to the end of the session and return to the mat in the playroom.
- The outside door will be opened, and parents and toddlers and school children are requested to remain in the foyer.
- One staff member will call the children one at a time from the playroom/foyer door position as parents sign the attendance book.
- One staff member will remain at the mat to supervise the children.
- Parents are required to sign the delivery/collection time accurately (i.e. 1.37p.m.) A clock is situated above the sign in book.
- Parents and children are requested to leave promptly to avoid congestion and confusion.
- Parents wishing to speak to staff must wait until after the dismissal procedure has been completed.

HEALTH & ABSENCES

Please keep your child at home if he/she is sick and notify staff if your child is to be absent. This applies to illness or other reasons. Please advise us if your child becomes unwell with gastroenteritis or any other infectious disease ie chicken pox, slap cheek.

A list of infectious diseases and the length of exclusion time, as per Health Victoria, has been included in this booklet.

Please keep your child at home for **48 hours** after the last episode of vomiting and/or diarrhea.

KINDER BAG

Your child will require a bag for their snack/lunch, artwork, a change of clothing etc. All items must be named.

REFRESHMENTS

Ellie V. Pullin is an **allergy aware** Kinder. To reduce the likelihood of a child having a severe allergic reaction, we ask that families do not send any nuts (for example peanuts or tree nuts) or any food products that contain nuts, e.g: peanut butter, Nutella, or muesli bars or cookies containing nuts.

The children are required to bring a snack and a water bottle in a lunchbox. The Pre-School encourages healthy snacks.

Parents of children enrolled in 4-year-old kinder please note that both lunch and a snack will be required for each session.

CLOTHING & UNIFORMS

Children should wear comfortable play clothes to Pre-School that do not restrict movement. Smocks are provided to protect clothing from paint, clay and other messy substances, however, we are all aware that children do not stay clean all the time.

To enable your child to be as independent as possible, they should wear clothes they can manage easily. They should be able to undo and do-up buttons, belts and zippers easily.

Children are encouraged to wear runners/sneakers to kinder, as they are ideal for our outside environment. Thongs are prohibited at Pre-School as they can be dangerous, particularly during outside play. Also, please ensure that your child doesn't wear open toed shoes or Crocs.

In the winter months a warm coat is important as children still play outdoors on cold days.

Children should have a change of clothes; however, you may wish to send along spare underpants or clothing in their bag, particularly at the beginning of the year.

All smocks and protective clothing are supplied.

Please ensure that all clothing is clearly labeled.

Uniforms at Ellie V. Pullin are not compulsory however we do recommend that children wear them to achieve a sense of belonging to the kindergarten. Families can order various items of clothing online at [Eduthreads.com.au](https://www.eduthreads.com.au)

SUNSMART POLICY

As part of the Pre-School Sun Smart Policy, it is compulsory for children to wear hats during outside play when the UV rating is 3 or higher. Staff will monitor the daily sun protection times via the SunSmart app.

Please provide a named, legionnaire style or broad rimed hat, which must remain in their kinder bag for the year. Appropriate clothing is also encouraged, such as loose fitting tops and dresses that cover the shoulders. Singlet tops and shoe string tops/dresses are not recommended.

HEALTH, HYGIENE AND COVID-19 POLICY

At Ellie V Pullin, the health and safety of our children, families and staff is of utmost importance. The preschool has a COVID safe plan in place. The pre-school maintains a high standard of hygiene, cleaning and safety protocols and follows the current directives from the Department of Education and Training and the Department of Health and Human Services (DHHS). A copy of the COVID safe plan is available at the pre-school. Should there be a positive case, or a primary close contact identified as having been present at the pre-school, families will be notified and instructions from the DHHS and WorkSafe Victoria will be followed in regards to closure and deep cleaning protocols.

LIBRARY (4-Year-Old Only)

At the beginning of Term 2, the Library Lending Program will commence for children in Apple Berries & Honey Pots Groups. Children will require a drawstring, cloth bag, clearly marked with their name.

EXCURSIONS

Excursions are planned to introduce, develop and extend areas of interest. Incursions, where visitors attend the Pre-School, are also planned. Parents will be informed of these special days either by way of email, the newsletter, noticeboard or individual notices.

Extreme care is always taken, and extra parent help will be required on these days. All volunteer helpers are required to hold a current volunteer Working With Children Check (WWCC).

On excursions we ask that **siblings do not attend** with their parents due to the nature of the visit, which is appropriate for Pre-School aged children only. We appreciate your understanding and co-operation in this matter.

BIRTHDAYS

Birthdays are a very special time for a child. While certainly not expected, you are welcome to provide a small packaged treat for your child to share at Kinder for their birthday. These treats will be distributed to all children at the end of a session and eaten at home.

Please be aware of our Nut Free policy when bringing treats. Nonfood items are preferred such as stickers, bubbles etc.

TOYS/ITEMS OF INTEREST

In general, children are discouraged from bringing toys from home as they can be lost, broken or very much coveted by other children, resulting in tears.

Pets may also be brought along to show, however please let staff know prior to the proposed date, so that special arrangements can be made for their care and to prepare the children so that they may benefit from the visit.

BUSH KINDER

Bush kinder is an Australian interpretation of the forest preschools that were originally established in Scandinavia over 50 years ago. The program is about more than simply taking young children outside to play in nature, it is about allowing children the opportunity to try new things in a new environment and take supported risks that will give them an invaluable learning experience. Bush kinder sessions will provide your child with a real-world learning space, and the time for them to learn using what nature has provided as learning materials. They will have the opportunity to play in the rain, roll down grassy mounds, balance along fallen logs, get involved in dramatic play, find insects and draw with sticks in the ground. The opportunities for children to construct their own learning are endless.

Research has shown that benefits of nature play include:

- Improved cognitive and problem-solving abilities
- Increased confidence, motivation and concentration
- Increased social, physical and language skills
- Deeper conceptual understandings and respect for the natural environment
- Increased social and imaginative play
- More varied risk-taking behaviours and positive dispositions towards risk and challenge

Each child's developmental progression, advancing skill levels and particular interests will be documented by their teachers. The teachers will use this knowledge to support the children's learning just as they do during normal sessions at kinder.

What happens in a Bush Kinder session?

Your child's usual teachers will be with your child every week at bush kinder. There will also be parent helpers for each session to assist the teachers in running a successful and engaging program for the children. During a bush kinder session, children will be given the chance to engage in unstructured, free play. This gives children the opportunity to explore the environment at their own pace and uncover the many wonders of the bush kinder site. Children will be involved in some intentional teaching during their time at bush kinder. Teachers will actively promote children's learning through worthwhile and challenging experiences and interactions that foster high-level thinking skills. Teachers will use strategies such as modelling and demonstrating, open questioning, speculating, explaining, engaging in shared thinking and problem solving to extend children's thinking and learning. This can encourage new interests to form for children and assists those children who are unsure within the bush kinder setting. Children will also be given time to have their snack from home.

Bush kinder will continue through the year, even if it's raining. Sessions could be cancelled ahead of time, on short notice or during the session in the following circumstances:

- Staff absence
- Extreme weather
- Sudden extreme weather
- Emergency evacuation
- Maroondah City Council advice

If a bush kinder session is cancelled, we will still have a kinder session, but it will be on-site.

An extensive Risk Assessment and Evaluation will be carried out and made available to families. In regard to weekly sessions, teachers will assess the site prior to all sessions to ensure the safety of the children who will be attending bush kinder that day. All teachers have first aid qualifications and will be taking a full first aid kit onto the bush kinder site.

POLICY DOCUMENT FOLDER

A copy of the Ellie V. Pullin Pre-School Policy Document Folder is available to peruse, at all times. Additional copies are available upon request to the President of the Committee.

Please take the time to read and understand the policies.

Items covered in the Policy Document Folder are:

Policy Name

- Acceptance and Refusal of Authorisation Policy
- Administration of First Aid Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Bushfire Policy
- Bush Kinder Policies:
 - Dog Awareness Policy
 - Emergency Evacuation Policy
 - Extreme Weather Policy
 - Identification and Visibility Policy
 - Medical Emergency Policy
 - Mini Beast Bite or Sting First Aid Policy
 - Play Benefits and Risk Policy
 - Protective Clothing Policy
 - Snake Awareness Policy
- Child Safety and Wellbeing Environment Policy
- Code of Conduct Policy
- Complaints and Grievances Policy
- Curriculum Development Policy
- Dealing with Infectious Diseases Policy
- Dealing with Medical Conditions Policy
- Delivery and Collection of Children Policy
- Determining Responsible Person Policy
- Diabetes Policy
- Emergency and Evacuation Policy
- Emergency Management Plan
- Enrolment and Orientation Policy
- Environmental Sustainability Policy
- Epilepsy Policy
- Excursions and Service Events Policy
- Free Kinder Fees Policy
- Food Safety Policy
- Governance and Management of Ellie V Pullin Preschool Policy
- Hygiene & COVID 19 Pandemic Policy
- Incident, Injury, Trauma and Illness Policy
- Inclusion and Equity Policy
- Information Communication Technology (ICT) Policy
- Interactions with Children Policy
- Nutrition, Oral Health and Active Play Policy
- Occupational Health and Safety Policy
- Parent/Guardian and Volunteers Code of Conduct Policy
- Participation of Volunteers and Students Policy
- Privacy and Confidentiality Policy
- Relaxation and Sleep Policy
- Road Safety & Safe Transport Policy
- Tobacco, Alcohol and other Drugs Policy
- Social Media Policy

- Staffing Policy
- Sun Protection and Heat Policy
- Supervision of Children Policy
- Water Safety Policy

PARENT RESOURCE LIBRARY

In the foyer of the Pre-School is a range of books available for parents to borrow. Please feel free to borrow these at any time.

We also share information via email or displays regarding local programs and events that may be of interest to families.

EXCLUSIONS TABLE

Below is a guide to assist you to know how long to keep your child home when afflicted by an infectious disease. For more information, visit: <http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 48 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

The Public Health and Wellbeing Regulations 2009 are available from the [Victorian Legislation and Parliamentary Documents website](#) maintained by the Department of Premier and Cabinet.