



## Parent Information Booklet

2019

6 Station Street, Mentone 3194  
ABN: 43 084 556 717

T: 03 9583 4422  
E: [info@mentonepreschool.com.au](mailto:info@mentonepreschool.com.au)  
[www.mentonepreschool.com.au](http://www.mentonepreschool.com.au)

## Contact Information

### Mentone Pre School Address

6 Station Street, Mentone, VIC 3194

### Main Office Telephone

03 9583 4422

Email Addresses	
<b>President</b>	<a href="mailto:president@mentonepreschool.com.au">president@mentonepreschool.com.au</a>
<b>Vice-President</b>	<a href="mailto:vicepresident@mentonepreschool.com.au">vicepresident@mentonepreschool.com.au</a>
<b>3-Year-Old Enrolment Officer</b>	<a href="mailto:3yoenrolments@mentonepreschool.com.au">3yoenrolments@mentonepreschool.com.au</a>
<b>4-Year-Old Enrolment Officer</b>	<a href="mailto:4yoenrolments@mentonepreschool.com.au">4yoenrolments@mentonepreschool.com.au</a>
<b>Dolphins – Teachers</b>	<a href="mailto:dolphins@mentonepreschool.com.au">dolphins@mentonepreschool.com.au</a>
<b>Penguins – Teachers</b>	<a href="mailto:penguins@mentonepreschool.com.au">penguins@mentonepreschool.com.au</a>
<b>Sea Stars – Teachers</b>	<a href="mailto:seastars@mentonepreschool.com.au">seastars@mentonepreschool.com.au</a>
<b>Dolphins – Social Representative</b>	<a href="mailto:socialdolphins@mentonepreschool.com.au">socialdolphins@mentonepreschool.com.au</a>
<b>Penguins – Social Representative</b>	<a href="mailto:socialpenguins@mentonepreschool.com.au">socialpenguins@mentonepreschool.com.au</a>
<b>Seastars – Social Representative</b>	<a href="mailto:socialseastars@mentonepreschool.com.au">socialseastars@mentonepreschool.com.au</a>
<b>Fundraising</b>	<a href="mailto:fundraising@mentonepreschool.com.au">fundraising@mentonepreschool.com.au</a>
<b>Maintenance</b>	<a href="mailto:maintenance@mentonepreschool.com.au">maintenance@mentonepreschool.com.au</a>
<b>Office</b>	<a href="mailto:info@mentonepreschool.com.au">info@mentonepreschool.com.au</a>
<b>Publicity</b>	<a href="mailto:publicity@mentonepreschool.com.au">publicity@mentonepreschool.com.au</a>
<b>Quality</b>	<a href="mailto:quality@mentonepreschool.com.au">quality@mentonepreschool.com.au</a>
<b>Secretary</b>	<a href="mailto:secretary@mentonepreschool.com.au">secretary@mentonepreschool.com.au</a>
<b>Treasurer</b>	<a href="mailto:treasurer@mentonepreschool.com.au">treasurer@mentonepreschool.com.au</a>

### Communications

Information such as program updates and policies/procedures can be found online at [www.mentonepreschool.com.au](http://www.mentonepreschool.com.au).

Download <http://www.flexibuzz.com.au/au/school-app/> to keep up with the preschool event calendar.

We send out a **newsletter** at least once per term.

The **noticeboard** in the Preschool foyer contains lots of useful information, including committee meeting minutes, and group specific updates.

We welcome feedback via email or the **suggestion box** located in the foyer.

## Introduction

Welcome to Mentone Pre School. We hope that you and your child enjoy the time you spend with us.

Mentone Pre School was established in 1958 by local parents from a church playgroup who fundraised for more than five years to purchase the land, build the centre and establish the service. Mentone Pre School is one of only three kindergartens in the City of Kingston that are an independent incorporated body – all parents are members who effectively 'own' the Pre School collectively.

This means that the parents of the children who attend are responsible for the continuity of administration and upkeep of the buildings, grounds and equipment. Therefore, the role of the Committee in organising maintenance and other essential functions is crucial.

The Committee is elected by members (parents) and undertakes the organisation of the service and premises for twelve months. Members of the Committee and Sub-Committees work with and support the teaching staff to provide a safe and caring environment where children can develop at their own pace.

The staff endeavour to help your child develop the attitudes, skills and knowledge that will prepare them for their first years at school and for their lifetime.

Mentone Pre School is registered with the Department of Education and Training (DET) and is inspected regularly to ensure that it meets all relevant standards and regulations.

Mentone Pre School is a member of Early Learning Association Australia (ELAA), which is an important resource for the Committee and keeps us informed of any legislation or regulations that affect kindergartens.

Mentone Pre School acknowledges the funding provided by the Victorian State Government.

## Educational Program Details

### Mission Statement

At Mentone Pre School we believe that every child is capable, unique and innately inquisitive about their world. The children are at the heart of everything we do.

Our program is based on a play-based philosophy that reflects the principles and practices of the Victorian and National Early Years Learning Framework. These frameworks identify five learning and development outcomes for all children.

These are:

1. **Identity** Children have a strong sense of identity
2. **Community** Children are connected with and contribute to their world
3. **Wellbeing** Children have a strong sense of wellbeing
4. **Learning** Children are confident and involved learners
5. **Communication** Children are effective communicators

Teachers and Educators document children's learning and development within these five learning outcomes and build, plan and evaluate individual learning intentions for each child.

We create a nurturing and engaging learning environment with play and children at the centre of our program. Our research acknowledges the importance of child directed play-based learning. Children are encouraged to be active learners as they build, get messy, experiment, explore and create.

The preschool encourages community connections with excursions, incursions and walks. Incursions and excursions include African Drumming, a visit from the Museum, a train ride to the library, Beach kinder, Royal Botanic Gardens, puppet shows and school visits. The cost of these are included in the standard fees each term and vary from year to year, depending upon the interests of the children.

Our program is based on our philosophy statement which guides us in all our practices.

### Philosophy Statement

At Mentone Pre School we believe that every child is capable, unique and innately inquisitive about their world.

We believe all children have the right to explore their world and learn through play. We encourage play that is child directed, intentional and meaningful, to promote a sense of self-worth, agency and satisfaction.

We value a learning environment that is underpinned by the building of respectful, reciprocal and inclusive relationships. We strive to create a sense of belonging for each child and family within the preschool by actively seeking family and community engagement. Embracing and celebrating diversity is vital to the connections and partnerships we develop and nurture.

The role of our teachers and educators is to facilitate experiences of discovery for children and to enhance their learning through intentional teaching. As educators, we are committed to developing collaborative and reflective practices to support ongoing professional learning and continuous improvement to our pedagogy.

Appreciation of our biological world, sustainable practices and environmental awareness is imbedded in our program. Our outdoor learning environment and "Bush Kinder" program reflect

these beliefs, ensuring that opportunities for the exploration of our natural environment are provided in the children's daily experiences.

Our preschool philosophy reflects the Victorian and National Quality Framework. It is imbedded in our principles and practices, to ensure the provision of a meaningful discovery based preschool program for children and their families.

Teachers are more than happy to answer any questions you may have about Mentone Pre School, the program we provide or your child's progress and development at any time. Please email your child's teacher on their group specific email (via Flexibuzz), phone them at kindergarten or see them at drop off or pick up to request a mutually agreeable time.

A specific time is provided during term 3 for parent/teacher interviews for our 4-year-old groups.

A great way to learn more about the program is to be involved with the Committee as well as attending Committee meetings or offering your assistance during your child's session as a parent participation helper (siblings are welcome).

### **Bush Kinder**

Since 2017 Mentone Pre School has implemented a Bush Kinder program held at Braeside Park every Tuesday (12:30-4pm) for the Penguin group from Term 2 to 4. The program is based on research that recognises the many benefits of regular outdoor, play based learning for all children. For further details please refer to our Bush Kinder Handbook.

## 2019 Key Dates

### Term Dates

Term 1:	29 January (school teachers start) to 5 April
Term 2:	23 April to 28 June
Term 3:	15 July to 20 September
Term 4:	7 October to 20 December

### 2019 Public Holidays - Preschool Closed

1 January	New Year's Day
26 January	Australia Day
28 January	Australia Day Holiday
11 March	Labour Day
19 April	Good Friday
20 April	Day following Good Friday
21 April	Easter Sunday
22 April	Easter Monday
25 April	Anzac Day
10 June	Queen's Birthday
5 November	Melbourne Cup Day
25 December	Christmas Day
26 December	Boxing Day

### Further Dates

TBC – check the Mentone Preschool Newsletter and Flexibuzz:

- Working Bees - 1 per term
- Fundraising events - all parents invited to participate
- AGM - 4th Term
- Committee Meetings - Held once a month on a weeknight - all parents welcome
- Excursion and Incursions
- Social events - to be arranged by each class representative
- Father's Day celebration
- Mother's Day celebration

## 3-Year-Old Kindergarten

### Dolphins

#### Teacher and Educational Leader

Mrs Teresa Wojcik  
Diploma of Teaching (Early Childhood)



#### Educator

Mrs Robyn Brown  
Certificate III in Early Childhood Education



The staff are more than happy to answer any questions you may have about the Pre School or the program. Please feel free to speak to them after the session or to make an appointment: [dolphins@mentonepreschool.com.au](mailto:dolphins@mentonepreschool.com.au)

### Enrolments

Enrolments for 3-year-old Preschool are made directly through the Preschool and not through the local council. Applications can be made at an Open Day held in April each year and for a two-week period following this. Any applications received after this time will be placed on a waiting list. A child must be 3 years old by the 30<sup>th</sup> April of the year they attend and cannot attend until on or after their third birthday.


A non-refundable Placement Fee of \$100 is required when the child's enrolment is confirmed. This placement fee is transferred to become the working bee levy upon the child's commencement in the Preschool program.


### Beginning of the 3-year-old kindergarten

In order to make the children's introduction to the Preschool as happy and positive as possible we do not have all the children in the 3-year-old group attend together during our initial sessions.

Having smaller group numbers allows the children to adjust more easily to the routines of each session and allows us to get to know one another in a more relaxed environment where we are more able to offer support to each child when required.

### Session Times

Tuesday
Dolphins (3yo) 8.30am-12pm


Thursday
Dolphins (3yo) 2pm-4.30pm


## 4-Year-Old Kindergarten

### Sea Stars

#### Teacher

Mrs Michelle Sundstrom  
Bachelor of Early Childhood Education



#### Educators

Mrs Robyn Brown  
Certificate III in Early Childhood Education



Email: [seastars@mentonepreschool.com.au](mailto:seastars@mentonepreschool.com.au)

### Penguins

#### Teacher

Ms Josie Milner  
B Ed Early Childhood



#### Educator

Anne Beddoe  
Diploma Teaching



Email: [penguins@mentonepreschool.com.au](mailto:penguins@mentonepreschool.com.au)

### Lunchtime Relief

Kerry Cromie  
Diploma Children's Services





The staff are more than happy to answer any questions you may have about the Pre School or the program. Please feel free to speak to them after the session or make an appointment by contacting them via email on the above addresses or via the Flexibuzz app. Parent Teacher interviews will be held in term 3.

In term 4 a Transition Report for each child in the 4-year-old group is provided to the family. The transition report is a statement about the child's development, experience of kinder and is a communication tool between kinder and Prep teachers.

### Enrolments

Enrolments for 4-year-old preschool are made through the City of Kingston's centralised enrolment system. Enrolment forms are to be completed using the online tool via the [City of Kingston](#) website.

A child must be 4 years old by 30 April of the year they attend in order to enrol for 4-year-old preschool.






The steps in enrolling in a preschool program are:

1. Visit the kindergarten services and decide on the kindergarten that best meets your needs.
2. Submit your online application form to the City of Kingston during the Kingston City council enrolment period shown on website.
3. Allocations begins mid-July. You will receive an offer letter from the City of Kingston. If you receive an offer you must contact the kindergarten within five working days to confirm your place.
4. Pre-enrolment forms will then be sent to parents. These need to be returned to Pre School along with supporting documents and fee in order to maintain a 4-year-old place.

### At The Beginning Of The Year

In order to make the children's introduction to the preschool we provide an opportunity for children to attend a short session where a parent/guardian stays, providing an opportunity for parents and teachers to share information and ask questions. The children also get a chance to meet others in the group and feel comfortable in the preschool environment.

### Session Times

Monday	Tuesday	Wednesday	Thursday	Friday
Sea Stars (4yo) 8.30am-4pm 	Penguins (4yo) 12.30pm-4pm 	Sea Stars (4yo) 8.30am-4pm 	Penguins (4yo) 8.30am-1.30pm 	Penguins (4yo) 8.30am-3pm 

Full details of session times for your child in the first weeks of the year will be distributed to parents at the Annual General Meeting.

## Fees

All operating costs of the Pre School are paid directly from term fees and government subsidies. The Department of Education and Training pays subsidies for each child attending 4-year-old kindergarten. There are no subsidies for 3-year-old kindergarten programs.

Funds are used to cover the costs of:

- staff wages;
- heating, lighting and communication;
- insurance;
- maintenance of buildings and grounds;
- maintenance of equipment;
- purchase of consumables (e.g. paint, paper);
- purchase of new equipment and furnishings.

There are a number of fees payable as part of the application process and throughout the year:

- **Application Fee** - A payment that registers a family's interest in a place at the Pre School. Application fees are non-refundable.
- **Placement Fee** - A payment to accompany the enrolment acceptance of a child for a place in a program at the service. Placement fees are non-refundable, however are transferred to become the working-bee levy once the child commences the preschool program. On attendance of a working bee, half your placement fee will be deducted from your term 4 fees.
- **Term Fees** - A payment for a place within a program at the preschool.
- **Late Collection Fee** - A fine associated with the habitual late collection of students.
- **Holding Deposit** - This is applicable when a family wishes to enrol a child for a particular preschool year but does not commence classes until later in the year. In order to guarantee the place of the child, fees are to be paid for all terms not attending until the child begins at the Preschool.
- **Levy** - A payment made in lieu of parent/guardian involvement in specific activities, e.g. working bee / maintenance.

Paying your fees on time assists the volunteer Treasurer with administration.

## 2019 Fees

### Have been set at

- \$440 per term for 3-year-old kindergarten
- \$520 per term for 4-year-old kindergarten

**These amounts include all planned incursions and excursions.**

The fees for 2020 are currently under review.

Term fees and session hours may be subject to change depending on child numbers, the level of government funding and rising costs, all of which are beyond our Pre School's control. Parents will always be given a substantial amount of notice in the event of such an occurrence to allow for any adjustments that may be necessary. Best endeavours will be undertaken to minimise disruptions to sessions.

Parents will receive an invoice for fees prior to the beginning of each term. If you have difficulty paying the amount when due, please contact the Treasurer via email ([treasurer@mentonepreschool.com.au](mailto:treasurer@mentonepreschool.com.au)) as special arrangements can be organised.

Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include those who are:

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card or White Card holders
- Bridging Visas A–E
- Refugee Visa (subclass) 200
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- Temporary Humanitarian Concern visa (subclass 786)
- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- ImmiCard
- Aboriginal or Torres Strait Islander children
- triplets or quadruplets attending a funded kindergarten program in the same year.

To obtain the reduction, the current Treasurer, or a designated representative/s of the Committee, prior to the start of each term, must sight the original document/s. A photocopy will be taken and held on file for reference. The Pre School Fee Subsidy is paid by the Victorian Government and is paid per eligible child per quarter. The fee subsidy will be deducted in four equal amounts per term, where appropriate.

The following information from the Pre School's Policy and Procedure Manual is reproduced for your information.

### Payment Of Fees

The Committee of Management of Mentone Pre School will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Treasurer to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

### 2019 Fee Schedule

Fee Description Per Child	Fee (\$)	Invoiced by Date	Payment Due Date
Non-refundable application fee for 3-year-old kinder	\$10.00	On Application	On Application
Placement fee (\$50 refundable upon attendance at a working bee or fundraising event)	\$100	Upon acceptance of place	Upon acceptance of place
Holding Deposit (per child per term position is held)	\$440 - 3-year-old \$520 - 4-year-old	On holding request	On holding request
Term 1 Fee	\$440 - 3-year-old \$520 - 4-year-old	1 Dec 2018	20 Dec 2018
Term 2 Fee	\$440 - 3-year-old \$520 - 4-year-old	15 Mar 2019	29 Mar 2019
Term 3 Fee	\$440 - 3-year-old \$520 - 4-year-old	6 Jun 2019	20 Jun 2019
Term 4 Fee	\$440 - 3-year-old \$520 - 4-year-old	6 Sept 2019	20 Sept 2019

### Working Bee Levy

The \$100 placement fee (paid upon acceptance of a place at the Pre School) is transferred to become the working bee levy upon the child's commencement of the Pre School program. Half of this levy will be refunded to parents/guardians after attendance at a rostered working bee or fundraising event. Rostered working bees are scheduled during each term.

The working bee levy will be reimbursed via a \$50 reduction on the term 4 invoice, with the exception being attendance at Term 4's working bee. These families will have the \$50 refunded via EFT (Electronic Funds Transfer).

Failure to attend a working bee or fundraising event will result in forfeit of the Working Bee levy with the exception of families holding a role on the Mentone Pre School committee for the current year.

The Mentone Pre School committee members will have the \$50 of the working bee levy deducted from their child's term 4 fee invoice. Committee members are still encouraged to participate in working bees.

### Pro Rata Fees

When a position becomes available during a term and a child commences Pre School part way through a term, a pro rata fee will be calculated and advised to the parent via letter. Payment is expected within 10 days of the date of the letter.

### Unpaid Fees

If fees are not paid by the due date, the following steps will be taken.

- An initial reminder letter will be sent to parents/guardians with a specified payment date and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made, or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector.
- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.

### Refusal to Pay

Where, following the above procedures, a family still does not pay the appropriate fees, the family will be warned that the service will be withdrawn, and the Committee will give the date for this in writing after final consideration. The letter from the Committee will include notice that any future application from the family for other siblings to attend Mentone Pre School will not be accepted. The Department of Education will be notified of the withdrawal of service (as the student's place in a 4-year-old program is funded).

### Fundraising

Fundraising activities allow the Pre School to purchase additional resources and equipment. Fundraising can include a variety of activities, social fundraising events and product drives. Since all students benefit from the items purchased as a result of fundraising activities we would encourage all families to become actively involved.

## Committee and Sub Committees

The governing body is the Mentone Pre School Association Incorporated, of which all parents are members. A committee of parents is elected each year at the Annual General Meeting held in 4<sup>th</sup> term. Their term of office commences at the handover meeting.

The Committee is responsible, on behalf of all parents, for the organisation of the preschool for a period of 12 months. Committee meetings are held once a month when members and staff discuss matters concerning the Pre School program, finances, enrolments, equipment etc. The participation of all parents is welcome at any time at meetings, working bees and fundraising events.

The Committee is supported by KALC Commercial Services who provide financial management services, assistance in liaising with Council and State Government departments and practical advice.

The Committee consists of:

### President

Chairs committee meetings, handles day-to-day decisions, liaises with parents, committee members and staff and mediates where necessary. Responsible for staff recruitment if required. Delegates most tasks and involves General Committee members if extra assistance required.

### Vice President

Assists and deputises for the President, undertakes the role of Grant Writer and compiles the Annual Report for the AGM. Often involved in sub-committees related to capital works.

### Secretary

Responsible for all incoming and outgoing correspondence, compiling and distributing monthly meeting agendas and meeting minutes. Monitors committee 'action' list, completes the Pre School's Annual Statement for Dept. of Justice and assists in the preparation for the AGM.

### Treasurer

Organises banking, keeps monthly financial records and liaises with the external consultant regarding financial status. Follow up any outstanding fee payments, monitors expenses, raise invoices and make payments in combination with the assistant treasurer.

### Assistant Treasurer

Raises invoices for fees and pays accounts. Assists the treasurer as and when required.

### Fundraising Officers (3-4 positions)

Organises fundraising events for the Pre School. Fundraising activities include the Bunnings sausage sizzle, cake stalls, quiz night, raffles, uniform merchandise orders, Entertainment Book and other activities as agreed on.

### Social Group Representative (3 positions)

One family member from each group (Dolphin, Sea Stars and Penguins). Organises group specific family social activities each term and/or through the term breaks (e.g. a playdate, coffee morning or dinner) to ensure a welcoming feel within our preschool. The liaison between general committee, staff and parents as well as keeping in close contact with the fundraising committee to make sure parents are aware of upcoming events (for instance: welcome picnic, quiz night and other fundraising activities).

### Working Bee Coordinator

Organises tradespeople to repair and maintain kindergarten facilities and obtains quotes where necessary (no manual work required).

Coordinates working bee dates and tasks with the teachers and committee (does not need to attend all working bees). Arranges for working bees to be publicised.

Supported by General Committee when required.

### Quality Officer

Reviews and updates policies and procedures of the Pre School as required. Liaises with the Nominated Supervisor on all policy changes. Is to report on the Pre School's Quality Improvement Plan and organises the annual parent survey.

Assisted by General Committee when required.

### Publicity Officer

Prepares the monthly newsletter. Monitors and updates our website, social media, My Community Life, Google listing and Flexibuzz.

Ensures that special events and working bees are well communicated and advertisements arranged as necessary. Compiles and arranges printing of the yearly information book for parents of enrolled children.

### 4-Year-Old Enrolment Officer

Liaises with the City of Kingston's central enrolment office, communicates with parents regarding enrolments for 4-year-old sessions and finalises enrolments for the coming year and new enrolments through the year if places available.

### 3-Year-Old Enrolment Officer

Communicates with parents regarding enrolments, maintains a waiting list for the coming year, and finalises enrolments for 3-year-old sessions for the coming year and new enrolments through the year if places are available.

### General Committee

Assists all committee members when required with special tasks and projects. Help cater at the AGM and purchase Christmas gifts for the teaching staff and the Pre School's neighbours.

## Helpful Hints for Parents

For the first few weeks you are welcome to stay until your child has settled into an activity. Our aim is for all children to be independent and experience success that builds self-confidence so if your child is having difficulty separating staff will discuss strategies to support your child and their needs.

During session times the children are the first responsibility of the staff. We encourage you to discuss the needs of your child with staff so if you have something you wish to discuss please make a time to talk to teachers outside the sessions.

Help from a family member through parent participation is encouraged and appreciated. This is a time when you are able to interact with your child and their friends and make a positive contribution to their kindergarten session. Toddlers are welcome, however please understand that their shorter attention spans mean they can be disruptive and so need your supervision for their safety. Families are also needed to help with the laundry once a term.

Please keep the Preschool up to date with information such as change of contact person or address and provide staff with any information about circumstances that might affect your child physically or emotionally.

### Dropping Off And Collecting Your Child

Bring your child into the playroom and sign the attendance book at the beginning of each session. Please remember to also **sign the attendance book** at the end of the session. Indicate who will be collecting your child by name, not the relationship to the child such as 'mother' or 'Grandma'.

Building relationships with other families is a wonderful part of the preschool year and for those wanting to get to know other families we welcome you to use the foyer or front area of the preschool but remember that chatting inside the playroom can be disruptive for the children.

Please be on time when collecting your child as they may become worried when you are late, and staff also have a very short change over between session. If you know you will be late or delayed at any time contact the Preschool, so we can explain the situation to your child. Make sure you notify staff of any changes in the pick-up procedure for your child. (Refer to Policy and Procedure manual: [Delivery and Collection of Children Policy](#) available online or in the Preschool foyer).

### Clothing

Send your child in clothes that are practical for play and which they can manage when going to the toilet. Thongs, heels and inappropriate footwear, which are dangerous when climbing, are not suitable.

Hats are provided by the Pre School which are to be worn when required due to UV levels. Jackets are needed on cold or wet days. Sunscreen is necessary and should be applied before the session at home. Clothing and other items such as bags, snack boxes etc., should be labelled with your family or child's name.



## Food and Snacks

Each day the children are asked to bring healthy snacks such as fresh fruit or vegetables to have at snack time. These should be packed in a small lunch box labelled with the child's name. 4-year-olds will also need food for lunch. Each year we review our food policy in light of information received regarding specific food allergies - a list will be provided. Parents are asked to adhere to the allowable food list that is part of the nutritional policy and can be found in the policy book in the foyer. We also encourage "nude food" from home to encourage environmental awareness within our program.

**Please remember that some children have life threatening allergies, therefore foods such as nuts should not to be brought into the building by any child or adult.**

Water is the only drink available; fruit juice is served on special occasions.

On your child's birthday their group will celebrate with songs, a special birthday 'cake' for them to blow out the candles and they will even receive a little gift. You are politely asked to not bring anything for the children to have at the end of the session, as in previous years it became more about what everyone would get and not about the birthday child!

## Attendance and Health

It is good to establish a routine of regular attendance. However, a child who is feeling unwell will not gain any benefit from the Preschool program. Infections spread very quickly among young children.

You are asked to **keep your child at home** if you think he or she is suffering from any of the following: fever, cold, eye infections, gastroenteritis (gastro), head lice, sore throat, threadworm, chickenpox, infected sores, impetigo, cough, ringworm or cold sores.

A full list of diseases and conditions that require that the child is excluded from attending sessions is detailed in the [Dealing with Infectious Diseases Policy](#) (available online or hard copy in the Preschool foyer) and reproduced on the back page. Please notify the staff if your child is ill or will be away for more than one session.

## Emergency Procedures

The children are taught an emergency evacuation procedure at the beginning of the year and this is rehearsed each term. The signal for the children to line up to be evacuated is three whistles (the sound of a whistle is not used for any other purpose in the Preschool). The emergency meeting point is the corner of Childers and Station streets. If you are on duty during a mock evacuation, please follow instructions given by the staff.

## Birthday Invitations

Please try to deliver invitations discreetly to be respectful of all children in the group. Ideally birthday invitations can be placed in pigeon holes for the parent to collect or handed directly to parents.

## You Can Support The Pre School By

- Completing 'Parent Participation' each term or arranging to swap with another parent if you can't make it for a session.
- Reading the notice boards and newsletters;
- Joining the Committee and/or supporting their activities;
- Attending general meetings;
- Attend social and fundraising functions;
- Responding to requests for certain items;
- Bringing friends along to visit; and
- Sharing your interests and talents with the children

## Policies and Procedures

Full details of Mentone Preschool policies and procedures can be found in the Policy and Procedure Manual which is located in the Preschool foyer, [they are also available online](#). All parents are encouraged to make themselves familiar with policies and procedures relating to Mentone Pre School:

Quality Area	Policy
1	Curriculum Development
1	Inclusion and Equity
2	Acceptance and Refusal of Authorisations
2	Administration of First Aid
2	Administration of Medication
2	Anaphylaxis
2	Asthma
2	Child Safe Environment
2	Dealing with Infectious Diseases Conditions
2	Delivery and Collection of Children
2	Diabetes
2	Emergency and Evacuation
2	Epilepsy
2	Excursions and Service Events
2	Food Safety Policy
2	Hygiene
2	Incident, Injury, Trauma and Illness
2	Nutrition and Active Play (including Food, Beverages and Dietary Requirements)
2	Road safety and safe transport
2	Relaxation and Sleep
2	Sun Protection
2	Supervision of Children
2	Water Safety
3	Occupational Health and safety
3	Environmental Sustainability
4	Code of Conduct
4	Determining Responsible Person
4	Participation of Volunteers and Students
4	Staffing (including Qualifications, Supervision and Working with Children Checks/Criminal History Record Checks)
5	Interactions with Children
6	Enrolment and Orientation
7	Fees
7	Governance and Management of the Service
7	Complaints and Grievances
7	Information Technology
7	Privacy and Confidentiality (including Confidentiality of records)

## Minimum Period of Exclusion for Infectious Diseases

Please make yourself familiar with the following table, which details the minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts – as defined by Public Health and Wellbeing Regulations 2009 (regulation 85). For more information [visit the relevant section of the health.vic website](#).

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 24 hours	Not excluded
Diphtheria	Exclude until a 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
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
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
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	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 a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV) infection	Exclusion is not necessary	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 normal human immunoglobulin within 6 days 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 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
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 4 days after the onset of rash	Not excluded
<i>Salmonella</i> or <i>Shigella</i> infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe acute respiratory syndrome (SARS)	Exclude until a 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 feels well	Not excluded
Tuberculosis	Exclude until a medical certificate is received 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>E. 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

\*Vaccine-preventable disease

Note: In this schedule, 'medical certificate' means a certificate of a registered medical practitioner.