

Parent Information Booklet



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IMPORTANT CONTACT INFORMATION

Phone number: 9583 4422

MENTONE PRE SCHOOL EMAIL ADDRESS LIST – OFFICE AND TEACHERS

Office	info@mentonepreschool.com.au
Sea Stars Group	seastars@mentonepreschool.com.au
Penguins Group	penguins@mentonepreschool.com.au
Dolphins Group	dolphins@mentonepreschool.com.au

MENTONE PRE SCHOOL EMAIL ADDRESS LIST – COMMITTEE OF MANAGEMENT

President	president@mentonepreschool.com.au
Vice-President	vicepresident@mentonepreschool.com.au
Treasurer	treasurer@mentonepreschool.com.au
Assistant Treasurer	assistanttreasurer@mentonepreschool.com.au
Secretary	secretary@mentonepreschool.com.au
3-Year-Old Enrolment Officer	3yoenrolments@mentonepreschool.com.au
4-Year-Old Enrolment Officer	4yoenrolments@mentonepreschool.com.au
Quality Officer	quality@mentonepreschool.com.au
Publicity	publicity@mentonepreschool.com.au
Social Media Officer	Socialmedia@mentonepreschool.com.au
Working Bee Coordinator	maintenance@mentonepreschool.com.au
Fundraising	fundraising@mentonepreschool.com.au
Social Group Rep Seastars	Social-seastars@mentonepreschool.com.au
Social Group Rep Penguins	Social-penguins@mentonepreschool.com.au
Social Group Rep Dolphins	Social-dolphins@mentonepreschool.com.au
General Committee	General-committee@mentonepreschool.com.au

Information such as program updates, newsletters and upcoming events, policies and procedures can be found online at www.mentonepreschool.com.au, in the foyer, on our Facebook and Instagram Pages or through the Skoolbag app.

All families will have been invited to join the Skoolbag app at the start of the year. We encourage all families to accept the invitation as this will be our primary form of communication from the kinder including notifications from teachers, the committee and newsletter distribution.

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 12 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.

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 4th term. Their term of office commences at the handover meeting.

The Committee is responsible, on behalf of all parents, for the organisation of the Pre School 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 is required.

Vice President

Assists and deputises for the President, undertakes the role of Grant Writer, submitting grants and following through on invoices, quotes and purchases are required. 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. The secretary monitors the committee 'action' list, completes Mentone Pre School's Annual Statement for Dept. of Justice and assists in the preparation for the AGM. Compiles and arranges printing of the yearly Information Book and Annual Report for parents of enrolled children.

Treasurer

Organises banking, keeps monthly financial records and liaises with the external consultant regarding financial status. Follow up any outstanding fee payments, monitor 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.

Working Bee Coordinator

Organises tradespeople to repair and maintain kindergarten facilities and obtain 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). Publicises working bees through the Skoolbag app to keep parents informed.

Supported by the General Committee when required.

Quality Officer

Reviews and updates policies and procedures of the Preschool when required, as advised by ELAA Policy Works. Liaises with the Nominated Supervisor on all policy changes. Is to report on the Preschool's Quality Improvement Plan and organises the annual parent survey. Ensures all policies are up to date on the website.

Supported by the General Committee when required.

Publicity Officer

Monitors and updates our website, My Community Life, and Google listing. Organises the Open Day signage in collaboration with Hodges and advertising in the local community. Creates ad hoc promotional material for the committee as required.

Social Media Officer

Works with the teachers and committee to create content for our social media channels: currently Facebook and Instagram. Works in conjunction with publicity and provides support as required.

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 are available. Updates the website and social media platforms with enrolment information. Organise the Open Day in conjunction with the 3 year old enrolment officer and teachers.

3-Year-Old Enrolment Officer

Liaises with the City of Kingston's central enrolment office, communicates with parents regarding enrolments for 3-year-old sessions and finalises enrolments for the coming year and new enrolments through the year if places are available. Updates the website and social media platforms with enrolment information. Organise the Open Day in conjunction with the 3 year old enrolment officer and teachers.

General Committee (2 positions)

Helps with the production of monthly newsletters and assists all committee members when required with special tasks and projects. The general committee will help cater at the AGM and purchase Christmas gifts for the teaching staff and the preschool's neighbours. Works closely with publicity as well as the fundraising and social reps as required.

Fundraising and Social Sub Committee (total 6 positions)

Fundraising coordinators and Social reps work together to create fundraising and social events to ensure they are well attended and supported. Fundraising coordinators would plan events and social would provide assistance as required. One representative position in each group for each function.

Fundraising Coordinators (3 positions)

One representative member for each group (Dolphins, Sea Stars and Penguins) who work in conjunction with the social representatives to organise fundraising and social events for Mentone Pre School.

Fundraising activities can include the Bunnings sausage sizzle, trivia nights, silent auctions, raffles, cake stalls, Grill'd Local Matters, Cadbury chocolate drives, picture plates or other activities as agreed upon.

Social Group Representatives (3 positions)

One representative member for each group (Dolphins, Sea Stars and Penguins) who work in conjunction with the fundraising coordinators to organise fundraising and social events for Mentone Pre School.

Organises socials for the whole pre school community, as well individual events for specific groups, family social activities each term and/or through the term breaks to ensure a welcoming feel within our pre school.

Social activities can include the family welcome picnic, mums/dads dinners and drinks, park play dates or coffee catch ups. As well as communicating and encouraging families to attend fundraising events such as the Bunnings sausage sizzle, trivia nights and fundraising movie nights.

Building Blocks Planning Sub Committee

This sub committee is made up of parents and educators who are working on future planning for the pre school. With the introduction of funded 3 year old kindergarten we are reviewing the needs of the kinder in the future and how 15 hours of funded 3 year old kinder would fit into our program. The committee currently meets as and when work is required, mostly working via email or zoom.

In 2021 the sub committee applied for a grant to assist in planning works to review renovating the building to accommodate additional places or an additional room.

Any parents interested in joining the sub committee or feel they can offer assistance in any capacity are encouraged to contact our President, President@mentonepreschool.com.au.

PROGRAM DETAILS

Kindergarten is a wonderful place for children. It provides countless opportunities to discover, think, plan and play. Each child is encouraged to explore the wide range of educational experiences available through a program developed on the basis of the teacher's knowledge of the children as individuals. This knowledge is gained through ongoing observations and the teacher's interaction with each child. The focus is on enhancing their strengths and recognises that all children are different and should be allowed to develop at their own pace to reach their individual potential.

Aims of the program:

- To provide an enjoyable, cooperative and safe environment where children feel valued and supported.
- For each child's unique worth to be valued and his/her self-esteem strengthened.
- For each child to develop confidence in his/her own ability to function as a member of a caring and loving group.
- For each child to be aware of, and express appropriately, his/her own needs, feelings and ideas and to recognise these rights in others.
- For each child to be encouraged to develop a sense of independence and responsibility.
- For parents to be welcomed into the Pre School and their unique relationship with their child to be recognised and valued.
- To encourage parents to participate in the Pre School program.
- To communicate with parents on an ongoing basis about their child's development.
- To have the children and the Pre School community value and respect differences of culture, gender and ability.
- For the children to be given the opportunity to develop their social, emotional, cognitive, physical and language skills.
- To foster an enjoyment of discovery and learning about the world.

EDUCATIONAL PROGRAM

The Educational Program at Mentone Pre School follows the practices and principles as outlined in the Early years learning framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF). 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
- Play dough and clay using hands, rollers, cutters, natural materials, buttons etc.
 - Using puzzles to enhance spatial awareness, problem solving and engagement.
 - Building with wooden blocks and construction sets for the development of concepts of size, volume and space, co-operation, creativity and problem solving.
 - Painting with endless shades of colour using a wide variety of tools.
 - Printing using stamps, sponges, balloons, corks, buttons etc.
 - Creating with boxes, streamers, confetti, using paste, sticky tape and staples to join materials.
 - Paper tearing and cutting with scissors.
 - Threading and sewing.
 - Drawing and using crayons, felt tip pens, oil pastels, chalk and pencils and a variety of paper types and sizes.
 - Books - big books and conventional books, picture books and storybooks – to look at, read together and talk about.
 - Puppets and storytelling to enhance imagination, memory and communication skills.
 - Dramatic play – home area, office, hospital, dress-ups etc. and/or shops.
 - Sensory play.
 - Gross motor activities including running, climbing, balancing on the outdoor equipment, throwing and catching balls and bean bags.
 - Group experiences – games, singing, finger-plays, rhymes, discussing, using musical instruments and movement activities with the teacher and other children.
 - Mother’s Day, Grandparents’ days, fathers’ sessions, relevant festivities and celebrations.
 - Incursions and excursions – as appropriate and relevant to the program. 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.

The program presented at Mentone Pre School is a reflection of the EYLF reflecting the importance of play based learning in a safe and happy learning environment that is supportive of all children’s individual strength and needs. It recognises children as capable learners who are encouraged to challenge themselves and build on their skills.

Group experiences are also planned so that the children become aware of their role and value as a member of a group. These include things such as music, movement, singing, stories, games and discussion which are covered in all aspects of the curriculum.

Staff aim to provide an environment where children feel safe, comfortable and happy. No pressure is placed on the child to achieve standards beyond their level of development, rather it is stressed that each child should learn at their own specific rate.

At the end of the Pre School years it is hoped that the children have developed confidence and independence and that they have a positive attitude towards themselves, learning, the environment and other people.

Children may not always have ‘work’ to take home because some of the activities have no tangible product. Children learn many skills from cutting, pasting and painting which result in a ‘take home’ item, as well as from block building, puppet play and play dough, which have no finished product to take home. Both types of activities are valued for the physical, social, emotional, cognitive, and/or language skills that are encouraged as the children participate.

Throughout the year Mentone Pre School offers the 4-year-old groups the opportunity for excursions into the local community (shops, local playgrounds and parks, library, and Royal Botanic Gardens). These excursions are supported by parents who volunteer to accompany us so that we can ensure the safety of the children.

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 Skoolbag), 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!)

FOOD AND SNACKS

Each day the children are asked to bring dried fruit, fresh fruit or vegetables to have at snack time. These should be packed in a small lunch box labelled with the child's name. The 4-year-old Penguin and Sea Stars 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.

Please remember that some children have life threatening allergies and that foods such as nuts should not 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 make the day special and 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. We also respect that not all families want their children to be receiving cakes and treats on a regular basis at kindergarten.

2022 TERM DATES

Term 1	28 January – Students start 31 January in government schools	8 April
Term 2	26 April	24 June
Term 3	11 July	16 September
Term 4	3 October	20 December

2022 PUBLIC HOLIDAYS

New Year's Day	Saturday 1 January Monday 3 January
Australia Day	Wednesday 26 January
Labour Day	Monday 14 March
Good Friday	Friday 15 April
Saturday before Easter Sunday	Saturday 16 April
Easter Sunday	Sunday 17 April
Easter Monday	Monday 18 April
Anzac Day	Monday 25 April
Queen's Birthday	Monday 13 June
Friday before the AFL Grand Final	Subject to AFL schedule
Melbourne Cup	Tuesday 1 November
Christmas Day	Sunday 25 December Tuesday 27 December
Boxing Day	Monday 26 December

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 3-year-old and 4-year-old kindergarten

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.

Kindergarten 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 Pre School program. On attendance of a working bee, your placement fee will be deducted from your term 4 fees.

Term Fees - A payment for a place within a program at the Pre School.

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 Pre School 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 Pre School.

Levy - A payment made in lieu of parent/guardian involvement in specific activities, e.g. working bee / maintenance.

Fees for 2022 have been set at:

\$280 per term for 3-year-old kindergarten and \$560 per term for 4-year-old kindergarten *This amount includes all planned incursions and excursions*

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) as special arrangements can be organised.

Families who may be eligible for the Kindergarten Fee Subsidy 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, please forward a copy to the office via email (info@mentonepreschool.com.au). 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.

Receipts for term fees must be requested in writing to the treasurer.

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' cultural and 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.

Fee dates for 2022:

Fee Description Per Child	Fees (\$)	Invoiced by Date	Due Date
Placement fee (\$50 is refundable upon attendance at a working bee during 2022)	\$100.00	Upon acceptance of place	Upon acceptance of place
Holding Deposit (per child per term position is held)	\$280- 3-year-old \$560 - 4-year-old	On holding request	On holding request
Term 1 Fees	\$280 - 3-year-old \$560 - 4-year-old	1/12/2021	15/12/2021
Term 2 Fees	\$280- 3-year-old \$560 - 4-year-old	25/03/2022	08/04/2022
Term 3 Fees	\$280 - 3-year-old \$560 - 4-year-old	10/06/2022	24/06/2022
Term 4 Fees	\$280 - 3-year-old \$560 - 4-year-old	2/09/2022	16/09/2022

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. \$50 of the levy will be refunded to parents/guardians after attendance at a rostered working bee. 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 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 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 in attending or supporting fundraising activities.

3-YEAR-OLD KINDERGARTEN (DOLPHINS GROUP)

Teacher: Kirsty Cipriano
Bachelor of Early Childhood Education & Development

Educator: Robyn Brown
Certificate III in Early Childhood Education

The staff are more than happy to answer any questions you may have about your child or the program. Please feel free to speak to them after the session or to make an appointment with the teacher Kathleen at - dolphins@mentonepreschool.com.au


Enrolments - Enrolments for 3-year-old Pre School are 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 3 years old by the 30th April of the year they attend and cannot attend until on/after their third birthday.


A non-refundable Kindergarten 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 Pre School program.

At the beginning of the year - In order to make the children's introduction to Mentone Pre School as happy and positive as possible we split the children into smaller groups during our initial sessions. All children attend together from Tuesday 15th February 2022.

Having smaller groups 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 & PENGUINS)

Sea Stars Teacher	Michelle Sundstrom Bachelor of Early Childhood Education
Educators	Katrina Lane Diploma in Children’s Services (Early Childhood Education & Care) Robyn Brown Certificate III in Early Childhood Education Sea Stars email - seastars@mentonepreschool.com.au
Penguins Teacher	Josie Milner B Ed Early Childhood
Educator	Deanne Hurrell-Watts Diploma in Children’s Services (Early Childhood Education & Care) Penguins email - penguins@mentonepreschool.com.au
Lunchtime Relief	Judy spends 3 hours with our 4-year-old groups on Monday, Wednesday and Friday to allow our teachers and educators to have a lunch break.

The staff are more than happy to answer any questions you may have about your child or the program. Please feel free to speak to them after the session or make an appointment or to make an appointment with the teacher Josie (Penguins) or Michelle (Sea Stars) via email on the above addresses or via the Skoolbag app. 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 summary about your child’s development with recommendations for specific strategies to support your child’s transition to school. It is communicated to your child’s foundation teacher during term 4.

Enrolments - Enrolments for 4-year-old Pre School 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 30th April of the year they attend in order to enrol for 4-year-old Pre School.

The steps in enrolling in either the Penguins or Sea Star 4-year-old programs are:

1. Visit the kindergarten services and decide on the kindergarten that best meets your needs (due to COVID-19 this may not be possible at this time)
2. Submit your online application form to the City of Kingston by 30th June to be included in the first round of offers.


Allocations begin 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.

Pre-enrolment forms will then be sent to parents. These need to be returned to Mentone 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 Pre School as happy and as positive as possible we do not have all the children in the group attend together. The first session is an interview day where we only

have some of the group there at once and the parent(s) are present for the duration. This gives the child the best start to the year, as it's not so overwhelming. Full details of session time for your child in the first weeks of the year will be distributed to parents after the Annual General Meeting.

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 after the Annual General Meeting.

Bush Kinder - Mentone Pre School have been running a Bush Kinder program since 2017 for our 4-year-old Penguin group, starting from term 2. This will continue in 2022 and for further information please read the Bush Kinder Booklet. An information evening will be held in term 1.

HELPFUL HINTS FOR PARENTS

For the first few weeks you are welcome to stay until your child has settled into an activity, but do not be tempted to prolong this period of adjustment to separation. Remember we are aiming for an independent child and each success builds self-confidence!

During session times the children are the first responsibility of the staff. If you have something you wish to discuss, please be brief or wait until the end of the session. Try not to telephone the preschool during session times.

Help from a family member in parent participation is expected and appreciated. You can 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 asked to help with the laundry once a term.

Please keep Mentone Pre School 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.

If you have any queries or comments about your child's development, experiences or any other matter relating to your child, please arrange a time for a conversation with your child's teacher.

Dropping off and collecting your child - The normal drop off routine allows families to walk their children into the centre then encourage their children to independently put their bag and lunch away and wash hands on arrival.

Parents need to ensure that they sign the attendance book at the beginning of each session. Please let us know who will be collecting your child by name, not the relationship such as 'Dad' or 'Grandma'.

Parent/carers can then support their children to engage in an activity before saying goodbye.

Throughout 2020/21 covid restrictions have meant that families do not enter the preschool and say goodbye to their children at the door with the support of a staff member. Parents have been asked to wear a mask, physically distance from others and to sanitize their hands and their child's on arrival at the gate.

We hope we can return to normal drop off routine in 2022, however if restrictions continue families will be notified of the covid safe procedures to follow at drop off and pick up times.

Please be on time when collecting your child as they may become worried when you are late. If you know you will be late or delayed at any time contact the Pre School 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 Pre School foyer).

If you would like to discuss preschool policies or procedures, please attend the Committee meetings (meeting dates are listed in the foyer at the start of the year and you may contact the Secretary for further details).

If you have any comments or queries for your child's teacher, please arrange a suitable time for a conversation.

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 Mentone Pre School which are to be worn during terms 1 and 4. 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.

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 and to seek medical advice from your GP.

A full list of diseases and conditions that require that the child is excluded from attending sessions is detailed in the *Dealing with Infection Diseases Policy* (available online or hard copy in the 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 Pre School). 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. 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:

- Volunteering to help during one or two sessions 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.

CORONAVIRUS (COVID-19) RESTRICTIONS

Due to COVID 19 Mentone Pre School has put many safety procedures in place to ensure that our community is safe. A detailed risk assessment and COVID Safe Plan has been completed and many new procedures have been implemented. As this a constantly changing environment we will communicate the relevant procedures that are required and relevant at the time.

Currently parents and carers are not permitted to enter the premises and we are unable to offer tours of the premises. Children are dropped off at the door where staff greet them and sign them in. Children are supported with clear hygiene practises and routines during the day. Including washing their hands upon arrival.

Orientation has been cancelled for the time being and families will receive further information when there is a change in restrictions.

Our AGM will be held virtually on the 11th November.

For detailed information please refer to www.education.vic.gov.au

POLICIES AND PROCEDURES

Full details of Mentone Pre School's policies and procedures can be found in the Policy and Procedure Manual which is 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 EXCLUSION PERIODS FOR INFECTIOUS DISEASES CASES AND CONTACTS

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	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
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	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 Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	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
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	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
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	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 exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	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

23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	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
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or

* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion