

WELCOME TO AVE MARIA KINDERGARTEN



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WELCOME

WELCOME TO AVE MARIA KINDERGARTEN!

Kindergarten is a place where your child will participate in play-based activities, develop friendships with their own age group and be encouraged to explore and experiment with different materials.

Our kindergarten programs provide children with opportunities to learn about themselves, other people and the world around them. We believe in the importance of imparting a sense of confidence as well as a sense of joy and wonder in life and learning. We view our roles as educators, facilitating and guiding each child's interest and extending his or her exploration of life. We offer an inclusive environment at Ave Maria supporting the varying developmental levels and learning needs of individuals.

Kindergarten provides an environment that is play orientated. A play orientated program enables children the freedom to express themselves in their own way and to approach each experience at their own level. As a result, children develop a multitude of skills, concepts, understandings and attitudes. Play encourages children to realise how thought, reasoning and imagination create consistent interactions between things. As early childhood educators, we believe play is an intrinsic part of early childhood education.

We hope your family enjoys the year ahead and we look forward to sharing this special and exciting time in your child's life.

CENTRE MANAGEMENT

Ave Maria Kindergarten is a stand alone kindergarten with no affiliation with MVCC. Ave Maria Kindergarten is a non-denominational kindergarten that is not affiliated with any particular school or parish. An Incorporated Committee of Management runs the kindergarten. The Committee consists of volunteer parents who are elected at the Annual General Meeting to manage the legal, financial and employment responsibilities of the kindergarten.

These responsibilities include:

- Employment and management of staff
- Dealing with complaints or grievances
- Developing policies and procedures for the service
- Processing of fees
- Liaising with funding bodies
- Ensuring compliance with the Children's Services Centre regulations and other relevant legislation
- Cleaning and maintenance of buildings
- Purchase of equipment and payment of accounts related to the operation of the kindergarten.

Any parent can nominate for a position on the committee at the centre's AGM. The positions vary from executive officers to being part of the subcommittees. Position descriptions are available at the kindergarten. Committee meetings are held once a month and all parents are welcome to attend.

OUR PHILOSOPHY

BELONGING

Ave Maria Kindergarten values each child's family as their first and most influential teacher. We are committed to working in partnership with families to ensure their kindergarten experience is meaningful.

We see children as individuals who are born **belonging** to a community. We recognise that culture, practices, values and beliefs are unique to each child and their family and honour this diversity in the kinder curriculum.

Our educators are also recognised as individuals with different ways of living, being and knowing. Our modelled respect for each other as individuals strengthens our curriculum and unites us as a team.

BEING

Our kindergarten curriculum views play as a fundamental road on a child's journey to learn. Our supportive play-based environments facilitate that learning by allowing children to make meaning of the world and to experience the delight of **being** in the moment. Children at Ave Maria Kindergarten see kinder as a place to "play, learn, have fun, be with friends and be happy". A place to enjoy the present and grow for the future.

BECOMING

As children change and grow, so do their understandings, skills and knowledge of themselves. We view educators, families and most importantly children as valuable contributors in all that a child can learn and **become**. We view our role as a varied one, with a focus on being responsive to children's strengths, abilities and interests. We are committed to children and their capacity to succeed and teach in thoughtful and purposeful ways. As educators we not only support children to thrive and **become** all that they can be, we aspire for growth within our teaching team, our environment and our service as a whole.

Our Philosophy

Our kindergarten philosophy incorporates the treasured and respected contributions from children, families and educators.

Our practices are guided by the National and Victorian Early Years Learning Frameworks to ensure the highest quality outcomes for all its stakeholders.



Ave Maria
Kindergarten

THE EDUCATIONAL PROGRAM

The educational program in early childhood settings, also known as the curriculum, refers to 'all the interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development'. Our highly qualified educators are guided by the national Early Years Learning Framework (EYLF) which provides broad direction for educators to facilitate children's learning. The individual needs and interests of your family and your child, along with those of their class peers, are then implemented more specifically into the curriculum. Educators will engage your child actively in learning by identifying their strengths and interests, choosing appropriate teaching strategies and designing the learning environment accordingly.

The EYLF encompasses the five Learning Outcomes. 1: Children have a Strong Sense of Identity, 2: Children are Connected with and Contribute to their World, 3: Children have a Strong Sense of Wellbeing, 4: Children are Confident and Involved Learners, 5: Children are Effective Communicators. Children will demonstrate learning in each outcome in many different ways. This will be

documented in a written program on display in your child's room. Educators will carefully assess the learning that is occurring to inform further planning.

PROGRAM PREPARATION AND PLANNING

Each week staff are allocated time to complete a range of tasks outside of their session time. These tasks include planning and evaluating the program, updating individual children's records, setting up new activities, administration – parent notices, newsletters and reports, attending educator's meetings, attending training and professional development sessions.

As it is often hard for your child's educator to properly discuss your child's development in depth before and after the kinder session, these preparation sessions can also be a time where you can make an appointment to discuss any questions, concerns or difficulties regarding your child's kindergarten experience.

At Ave Maria Kindergarten we offer high quality care and education programs to 176 children from the local area, with seven classes in total. We have a strong commitment to supporting children with additional and vulnerable needs and welcome all enrolments at our kindergarten. Each educator at our kindergarten values inclusive practice and is highly skilled at supporting the individual needs of children. We will work in partnership with families, early intervention staff and support services as required promoting optimal development for all children across our six classes.

INDIGENOUS PRACTICES, RECONCILIATION ACTION PLAN (RAP) INFORMATION.

Ave Maria Kindergarten values and respect the knowledge and heritage of Australia's First Nations People. Sharing Aboriginal perspectives with children is part of our services approach to curriculum development. We believe that it is important to learn about and acknowledge Aboriginal and Torres Strait Islander peoples as custodians of the land from an early age.

Vision for Reconciliation is ongoing and can be viewed through a Reconciliation Action Plan (RAP)

Ave Maria Kindergarten is on Wurundjeri Woi-wurrung People of the Kulin Nation land. We want to learn about, acknowledge and where appropriate, respectfully share the stories, songs and background of the Aboriginal and Torres Strait Islander people. We also respect and celebrate the diversity of Aboriginal and Torres Strait Islander knowledge, cultures, languages, customs, stories and connections to place and Country. Aboriginal and Torres Strait Islander knowledge is valued here, and we have a responsibility to support our Educators and families to develop a deeper understanding and awareness of this knowledge in our community. We seek partnerships that allow us to learn and grow and recognise that we have much to learn from our families, community, children and staff, we use this knowledge, points of view.

EDUCATORS AROUND OUR KINDERGARTEN

Our highly qualified educators deliver quality educational programs for both 3 and 4 year olds, with seven classes operating in total. Each 4 year old kindergarten class has three experienced educators, with 29 children. Each 3 year old class has three experienced educators, with 26 children. The educator in charge holds an approved Bachelor of Early Childhood Education or equivalent as a minimum. Co-educators each hold a Diploma or Certificate III in Children's Services. One educator has a Bachelor of Early Childhood Education and another with a Diploma or Certificate III. All educators hold a current police check, working with children check, first aid certificate, and anaphylaxis and asthma training.

In the event of an educator being absent, a reliever will be appointed to carry out the duties of the absent staff member. We value high quality care and will first endeavour to appoint another educator from within the kindergarten. Alternatively, a staff member from a reputable teaching agency will be appointed. This staff member will hold the necessary qualifications and checks.

In the unlikely event that a qualified reliever is unavailable, the kindergarten cannot legally operate and will need to close for the session, parents would be notified accordingly.

Please note: educators working a day longer than 5.5hours are legally required to take a tea break. In this instance, we will appoint an educator from within the kindergarten to regularly cover tea breaks.

PARENT INVOLVEMENT

Parents can be involved in the kindergarten in lots of different ways and because everyone has different commitments we know each family will contribute when and how they can. We welcome any assistance you are able to offer us during the coming year as your help contributes to a richer and more varied program.

Educators may need assistance with preparing materials for programs or administration such as typing.

We encourage your involvement, support and participation through:

- Social events for parents and families
- Fundraising to purchase new equipment for children to use
- Participation in the program and helping during the session
- Working Bees and helping with odd jobs
- Sharing personal skills with the children and staff e.g. other languages, cooking, music, sewing, story reading, gardening
- Help attending excursions to ensure safe adult: child ratios
- Being a member of the Committee of Management.

Parent Duty varies in each group and will not be offered until term 2 allowing the children to have the chance to settle into the program and form bonds with their peers and educators. Each parent volunteering during a kindergarten session is required to have a Working With Children Check.

ALL IN A DAY

ARRIVAL AND DEPARTURE FROM KINDERGARTEN

Each time you arrive at kindergarten you are required to:

- bring your child into the classroom and into the care of the staff
- complete all necessary fields in the iPad sign-in
- It is extremely important to complete all attendance records. Children's Services Regulations require parents/carers to complete all necessary fields. In the case of an emergency evacuation, this record tells the staff who is in attendance that day.

Additionally, you must advise staff on arrival if a person unknown to educators is going to collect your child on that day.

Parents must complete a permission slip to allow another person to collect their child on a once off occasion; this must also be verbally discussed with your child's educator. The person must supply photo identification. Alternatively, parents can nominate another person to collect their child on a regular basis by including their details in the child's enrolment record. Please remember if your child's educator has not been formally introduced to this person they will need to supply a photo ID. All persons collecting your child must be 18 years and over.

If an unknown, unauthorised or underage person arrives to collect the child, the child in care will not be released until the proper consent is given or an authorised person arrives to collect the child.

An Important Reminder...

When arriving or departing the kindergarten, please ensure that both gates are closed properly. Children are not permitted to leave the grounds without an accompanying adult. Please help supervise the gate by not letting other children or toddlers out without their parent/carer.

LATE ARRIVALS AND LATE DEPARTURES

Late Arrivals

Arriving late into a room of already busy and engaged friends and staff can be unsettling for your child and disruptive to the group. We value giving children the opportunity to participate in all routines and experiences during the session to maximise their learning. We do however appreciate that session times often coincide with school times and respect that in some instances families will be managing multiple drop off times, particularly in the morning. In such instances, we encourage families to arrange their routine to ensure minimal disruption and optimal safety to their own family.

Late Departures

If you are going to be delayed in picking your child up from the kindergarten you must ring and let the educators know.

It can be disturbing and sometimes frightening for children if lateness occurs. This will enable educators to inform and explain to your child the situation which will help eliminate these feelings.

While educators are always mindful that occasionally parents run into unforeseen delays, we ask parents to keep in mind that often educators have their own commitments and children to collect after working hours. Two educators must remain on duty while even one child is in attendance.

LATE COLLECTION FEE

It is the responsibility of parents to collect their child/ren promptly at the conclusion of the session. Parents who repeatedly collect their child late will incur a fine.

A late collection fee will be applied when:

- The parent/guardian is between 10 and 30 minutes late in collecting their child. The fee will be \$30 for that time, or part thereof, from the conclusion of the session.
- The parent/guardian is over 30 minutes late collecting their child. The fee will be based on \$30 for the first 30 minutes, or part thereof, from the conclusion of the session and then \$50 for every fifteen minutes or part thereof, after that.

Refer to the Delivery and Collection of Children policy for full details.

SETTLING IN AT KINDERGARTEN

The first few weeks of kindergarten may be a little overwhelming for your child as he or she gets used to a new environment and new people. Please be patient with your child and do not expect "too much too soon"!

Most children settle in very quickly, however in some instances children may need extra attention to help them settle. Please speak to your child's educator if they are having trouble settling. When it is time for you to leave, always say goodbye and tell the child where you are going and when you will return. It is important that you then leave as promptly as you can. Long goodbyes are distressing for the child, parent/carer and the other children.

During the first few sessions at kindergarten, the groups are smaller and the session times are shorter so that:

- The children become well acquainted with the environment and the rules
- The children become used to being away from their parents and vice-versa
- The staff can get to know each child before they all come in one large group.

We believe this is an essential step in the process of getting to know your child better.

WHAT TO BRING TO KINDER

Please ensure that all items brought to kinder are clearly labelled, Ave Maria Kindergarten accepts no responsibility for lost items.

- **Bag** - A kinder bag large enough to hold lunch belongings, a spare change of clothes and artwork.
- **Snack/lunch** - We encourage a **waste-free lunch**. Where possible please pack lunches in **reusable containers**. Children are to bring their own food every session. A variety of fresh fruit, vegetables, cheese, yoghurt, non-sweet biscuits or diced fruit is suitable for a snack. Lunch item suggestions include wraps, sandwiches/rolls, leftover meals (pasta/rice etc). We request that all snacks be healthy and nutritional. As we have children with allergies we have a **NO EGG** and **NO NUT** policy. We aim to encourage healthy eating habits.

Our Healthy Eating and Active Play policy prohibits junk foods such as chips, Tiny Teddies, LCM bars, Roll ups, sweet biscuits, fairy bread and items that contain any form of chocolate. Occasionally, the kinder will have a party day and allow these food items to be shared. Parents will receive notification from educators on such occasions.

•**Water** – Children are to bring their own labelled water bottle each session. We have a Water Only policy at our kinder. Educators will refill drink bottles if needed.

•**Spare clothes** – A spare set of clothes, especially underclothes, socks, shoes and pants “just in case”. Accidents do happen and children’s anxiety is reduced if they are able to change into their own clothes.

•**Warm coat and hat** – A warm coat and hat for outdoor play on chilly days.

•**Sun hat** – A sun hat is essential for outdoor play on sunny days (compulsory from the beginning of September until the end of April as per our Sun Protection policy). Broad brimmed or legionnaire hats provide the best protection and are strongly recommended. Broad brimmed Ave Maria Kindergarten hats are available for purchase for \$20.00 from the kinder.

•**Special items** – Items from home that can contribute to the program e.g. nature specimens, books, pets that could visit etc. Please notify educators if doing so.

What Does My Child Wear To Kindergarten?

Children need to be able to move freely enabling them to fully participate in the kindergarten program.

It is preferable that clothes and shoes are provided that help your child when running, climbing, participating in music and movement programs. Open-toed shoes, thongs and crocs are not permitted; dress boots and ballet flats are discouraged, runners and closed toed shoes are preferred.

Readily washable clothes for messy play activities are also a good idea.

During summer we encourage children to wear tops with short sleeves, no singlets. We do provide sunscreen, but the best possible cover for a child’s skin is clothing.

*****CHILDREN WILL NOT BE PERMITTED TO WEAR THONGS OR CROCS OF ANY KIND AT KINDERGARTEN*****

SUN PROTECTION

The kindergarten has a “Sun Protection” policy. This policy states that children are required to wear a sun hat and sunscreen from the beginning of September until the end of April. **Parents are to apply SPF 50+ to their child before attending kindergarten.** The staff will make every effort to protect the children from sun exposure including planning activities outside in shaded areas. Refer to our Sun Protection policy for more details.

BIRTHDAYS

Birthdays at kindergarten are a special time and at parent request, your child’s kindergarten peers and educators will sing Happy Birthday together. On your child’s birthday, you can come into the class 10 minutes earlier to sing Happy Birthday too. No food items (including cakes) will be permitted at kinder birthday celebrations and we ask that you do not bring toys and other items as gifts to share with the group. Birthdays are about the child who is celebrating this special milestone and gifts for the other children in the group while well-meaning often take away from the Birthday child’s moment.

EMERGENCY CARE PROCEDURES

It is a regulatory requirement that parents provide the kindergarten with the name and telephone number of an emergency contact person. This is a minimum standard only and so in the best interests of your child, our kindergarten requires two emergency contact people.

Emergency contacts can be relatives or friends whom you give authority for staff to hand over the care of your child to in the case of an emergency. Contacts that live or work within a reasonable distance of the kindergarten are most ideal.

If your child becomes unwell during the session and needs to be collected, staff will telephone parents and in the event you are unavailable, then telephone the emergency contacts you have nominated.

Staff regard it to be concerning if within 15 minutes of a session finishing you have not contacted the kindergarten and no other known adult person has arrived to collect your child. Staff will attempt to phone parents but if you are still unavailable contact with emergency people will be made and staff will expect them to collect your child on your behalf.

Staff regards it to be a serious situation if within an hour of a session finishing your child has not been collected from the kindergarten. At this point having had no contact from the parent and being unable to reach an emergency person staff are required to contact the Police and/or Protective Services.

This is an extreme situation and one which staff would prefer to avoid.

It is essential that you understand your responsibility to keep staff updated if your home, work or emergency contact details change.

EMERGENCY EVACUATION PROCEDURES

A procedure has been developed specifically for the evacuation of our kindergarten in the case of a fire or other emergency.

Regular emergency drills are carried out and evacuation skills are practised to ensure that all staff remain aware of their specific emergency duties and that the children are familiar with the procedure.

A copy of the emergency evacuation procedure is displayed in the first window of each room in the kindergarten.

ACCIDENTS

In the case of an accident or incident at the kindergarten, the staff will act in the best interests of your child.

As required by the Children's Services Centre Regulations all accidents must be recorded in the kindergarten "Accident Book".

Parents will be notified of any accidents involving their child and will be required to sight and sign the staff's written account of the accident when picking up their child.

In the case of a severe accident, all efforts will be made to contact you or those persons you have nominated as emergency contacts.

In case of an emergency, an ambulance will be rung and any associated costs will be the parent's responsibility.

All permanent staff members at the kindergarten hold a current First Aid Certificate.

MEDICATION

Medication can be administered to children by kindergarten staff ONLY if the parent or caregiver has given written authorisation in the "Medication Book". In most cases, aside from ongoing conditions which require medication regularly, if your child is in need of medication, they are not well enough to attend kindergarten.

Staff will not administer medication to your child that is prescribed for another person/child.

CHILDREN'S HEALTH

It is important that children attend kindergarten regularly to enable them to gain the full benefit of the planned program. However, children should NOT attend if they are ill and showing any signs of being unwell.

Please keep your child at home until they are well, if they are showing signs of being unwell or become unwell during the session you will be asked to collect them from kinder as soon as possible.

This should be an "adult" decision, not one made by your child. This prevents the spread of infection to other children and staff and enables your child to rest and recover.

Please let the kindergarten know if your child will be absent especially if he or she has an infectious disease such as chickenpox. Infection Control Regulations determine specific periods of exclusion during which a child must not attend kindergarten to prevent infection of others. Please be guided by your doctor or see kindergarten staff and our Illness policy for further details.

CUSTODY AND ACCESS

Regulation 36 (b) iv of the Children's Services Centre Regulations requires the kindergarten to have written detail of access and custody arrangements relating to any children attending the kindergarten.

In the event of a Custody Order, it is the family's responsibility to produce relevant legal documentation to assist staff in maintaining such orders. A copy of the documentation will be kept in the child's confidential file.

GATES

Ave Maria Kindergarten takes your children's safety extremely seriously. We have safety gates at the kinder and secure pin code access. We ask that you are mindful of whom you let into the service, if you are unsure if they are a parent of the service or they do not know the code please instruct them to use the doorbell. In some cases, there can be family court orders in place and it is the safest practice not to give anyone access to the service if you are unsure of who they are.

BEHAVIOUR MANAGEMENT

Our kindergarten is committed to the safety and well-being of all children, staff and volunteers in attendance.

Educators use a positive approach when guiding children's behaviour. We attempt to recognise why a child behaves in a certain way and encourage more acceptable forms of behaviour.

We believe:

- That setting limits for behaviour is important for the safety and protection of children, others and the environment.
- In helping children learn the consequences of their behaviour and thus develop an understanding of how their actions affect others.

- In involving parents/guardians in issues relating to the guidance of their child's behaviour.

PHOTOGRAPHS

At some stage, during the year a professional photographer will visit the kindergarten to take individual and group photographs of the children. These photos are offered to the parents but there is no obligation to buy them.

Photographs of your child may be taken throughout the kindergarten year by staff and work experience students for interest and display purposes. Parents will be asked to give their authorisation and your permission will be required if outside agencies are to photograph your child (e.g. Local Newspaper etc). This authorisation is on the enrolment form.

SERVICE MANAGEMENT

QUALITY SERVICE

[Ave Maria Kindergarten was assessed in 2021 and received a rating of 'exceeding'.](#)

QUERIES AND COMPLAINTS

The educators in every group at Ave Maria Kindergarten are open to any queries or questions you may have about the kindergarten or the program being offered to your child. If at any time you feel that your questions are not being answered please speak to the Director. Another means of addressing issues is to write a letter to the Committee of Management addressing the correspondence to the President.

POLICIES

The Committee of Management reviews the kindergarten policies on a regular basis. Policies have been put in place to give clear guidelines to all families attending Ave Maria Kindergarten. All policies are available upon request and are displayed on our website. Please see the Director or your group educator if you wish to view any of the policies. All parents are required to read the Fees policy before signing the statement listed on their child's enrolment form.

PRIVACY POLICY

Protecting the privacy of children and families personal information is important to Ave Maria Kindergarten. Our privacy policy supports and endorses the state and national privacy regime, including the Privacy and Data Protection Act 2014 (VIC) (Part 1,6(1)) and the Health Records Act 2001. It is necessary for the kindergarten to collect certain personal information from families so that we can manage the kindergarten, meet the needs of individual children and comply with state legislation relating to kindergartens.

We will:

- Only collect personal information from families with prior knowledge and consent of parents.
- Only use personal information by families for the purpose for which it was collected.
- Not disclose your personal information to a third party unless prior consent is obtained.

- Ensure that your personal information will not be disclosed to other state institutions or authorities except if required by law or other regulation; and
- Remove personal information from our system where it is no longer required.

Families have the right to access the personal information the kindergarten has about their child at any time and provide necessary corrections.

The kindergarten keeps all personal information in lockable filing cabinets on site.

FREE KINDERGARTEN

The State Government provides a subsidy per child which contributes towards but does not cover the costs of operating the kindergarten. This Government funding applies to both four year old kindergarten and three year old groups.

Free Kindergarten for 2024

Concessions

Funding for three and four year old groups from the Department of Human Services allows families on a **Health Care Card or Pensioner Card to be eligible for the concession fee**. Parents are required to provide a photocopy of such details before the concession can be approved.

MAINTENANCE LEVY

Ave Maria Kindergarten is lucky enough to have a large outdoor play area and garden. Keeping this area safe and well looked after requires maintenance. This year, we are asking each family to kindly pay a voluntary, one-off \$100 maintenance levy, which will be refunded when a family member attends one of our Working Bees, for a period of 2 hours. (There is one Working Bee per Term). Please make your payment by following the directions below. Once you attend a Working Bee, your money will then be refunded back into your account.

\$100 bank transfer to: Ave Maria Kindergarten Inc

BSB: 063 129

A/C: 10002163 Reference:

Your family name eg SMITH MLEVY2024

What does the funding go towards?

In addition to the grant which the Kindergarten receives from the State Government, your fees contribute to the operational costs of the kindergarten.

Your fees are used to contribute to the following:

- Staff salaries
- Relief staff salaries
- Kindergarten registration
- Educational equipment
- Equipment maintenance
- * Cleaning
- * Utilities
- * Toilet Supplies
- * Building and Yard Maintenance
- * Insurance

ADMINISTRATION

SESSION TIMES

Below is the timetable for all 3 and 4 year old groups

Timetable 2024

Room	Monday	Tuesday	Wednesday	Thursday	Friday
1	*Platypus 9.15am-3.15pm (6hrs)	Penguin 8:30am-4pm (7.5hrs)	Cockatoo 8.15am-3.45pm (7.5hrs)	Penguin 8:30am-4pm (7.5hrs)	Cockatoo 8:15-3.45pm (7.5hrs)
2		Emu 8.15am-3.45pm (7.5hrs)	Kookaburra 8.30am-4.00pm (7.5hrs)	Emu 8.15am-3.45pm (7.5hrs)	Kookaburra 8.30am-4.00pm (7.5hrs)
3	*Wallaby 9.15am-3.15pm (6hrs)	*Koala 8.00am-3.30pm (7.5hrs)	*Wallaby 8.00am-3.00pm (7hrs)	*Platypus 8.00am-3.00pm (7hrs)	*Koala 8.00am-3.30pm (7.5hrs)

- Indicates 3 year old group

Term holidays for 2024

Term 1	30th January- 28th March
Term 2	15th April- 28th June
Term 3	16th July- 20th September
Term 4	7th October- 18th December

PUBLIC HOLIDAYS FOR 2024

Labour Day	Monday 11th March
Good Friday	Friday 29th March
Easter Monday	Monday 1st April
Anzac Day	Thursday 25th April
Kings Birthday	Monday 10th June
AFL Grand Final	Friday 27th September
Melburne Cup	Tuesday 5th November
Christmas Day	Monday 25th December

*Ave Maria Kindergarten is closed on public holidays

INFORMATION EXCHANGE

FAMILY DETAILS

Parents should inform staff if details on enrolment forms change, especially contact details of you and emergency contacts, anaphylaxis and asthma details. It is essential that staff can contact you or emergency carers promptly.

Ave Maria Kindergarten aims to foster open communication between parents, staff and the management committee. Open communication between staff and parents is essential for providing the best experience for your child. Please feel free to talk with staff members about any matters which concern or interest you. We are only too happy to discuss all aspects of our curriculum and your child's involvement in it. Sharing of information occurs in many ways. These include:

Face to face: conversations at arrival and departure times. These times can be tricky for more in-depth lengthy conversations we suggest arranging a meeting time with your educator.

Emails: Will be sent from both your child's teachers and centre administration.

Parent pockets: We ask you to clear these on a daily basis. If someone else is collecting your child, please ask them to check for any notices.

Notice Boards: are located at the front of the kindergarten and will display upcoming events and important information.

Newsletter: The centre will issue a centre newsletter each term. This will be emailed to all families (with hard copies provided for those not using email). Centre newsletters will keep you up to date with staff news, fundraising efforts, required parent help, and special days for the centre etc.

Educators will also provide class newsletters with information regarding your child's group. This may include updates on the class program, interests, dates and details for class events specific to your child's group.

Committee Meetings: All parents are welcome to attend and minutes are available upon request.

Parent Teacher Meetings: We will be inviting you to have one-to-one discussions about your child during the year in approximately term 3. Please feel free at any time to request additional time to meet and talk about your child or the curriculum.

Everybody has different communication styles and availability. The start and end of each day can be a little busy, and not always the best time for long discussions about your child. However, if you have particular concerns or would like to have a discussion with your teacher, please contact the team by phone or email to arrange a suitable time to meet.

Teachers and Educators are always interested to hear from parents about their wishes for their children. If you have any problems or would like to raise a concern, please see either your child's teacher, or the centre Director or follow the Grievance Procedure which is available via our website or see the display on the notice board at the front of the kinder.

Please advise your child's teacher about family changes: Events in daily life, such as major illness, visits from relatives, accidents or deaths, moving house, any important change to your family situation can affect your child's feelings and behaviour. It is important for our understanding of your child that teachers are made aware of such events immediately.

STORYPARK

Ave Maria Kindergarten uses StoryPark as a safe secure online sharing platform. We use StoryPark to capture each child's development by posting photos, videos, stories, moments, notes and responses. Families can also use Storypark to communicate with the educators, post comments and see what is happening in the kinder community.

Thank you and we look forward to having your family be part of the kindergarten!