



PARENT HANDBOOK 2024

Service Provider: Lake Boga Primary School



Lake Boga Pre-School

Address : 15 Lalbert Road Lake Boga
PO Box 137 Lake Boga 3584

Mobile phone : 0409 857 761

Email : lake.boga.kin@kindergarten.vic.gov.au

Hours of Operation :

Service Times: 8:30am - 4:00pm

Staff : Early Childhood Teacher — Sarah Mills
3YO Group Co- Educator -Jeanette Donohue
4YO Group Co-Educator –Giovanna Senes
Kinder Inclusion Support - Heidi Palmer

Children's Group Session Times :

Tuesday	Wednesday	Thursday
4 year Old Group	3 year Old Group	3+ 4 year old Group
8:30am –4:00pm	8:30am –4:00pm	8:30am –4:00pm

Service Provider : Lake Boga Primary School
Principal— Marty Gray

Lake Boga Preschool providing Quality Early Childhood Education for all.



Welcome to Lake Boga Preschool

Lake Boga Preschool is committed to a Child Safe environment and will promote the overall safety and well-being of every child within it's care.

At Lake Boga Preschool we encourage healthy eating for the benefit of children's dental health, physical and mental wellbeing, and in setting up nutritious eating habits for life.

At Lake Boga Preschool excellent hygiene is practiced to control the spread of infectious diseases and the risks of allergens passed on, in accordance with recognised guidelines.



The staff and committee extend a warm welcome to the children and their families and wish you all a great year at Lake Boga Preschool. We hope that your child's preschool experience will be enriching, rewarding and a very happy one. We invite you to be involved in your child's education. Feel free to visit the preschool anytime, to be involved in the children's activities or to have a chat with us. As parents you know your children well; you are their best teacher. A close liaison between parents and staff leads to a richer understanding of the needs of young children and a stronger link between home life and preschool life. Both are important learning environments. We encourage you to get to know the other parents, to share your ideas, skills and talents. Everyone will be richer from your participation. We encourage you to familiarise yourself with our policies. A copy of our policy documents is located on the Lake Boga Preschool website for parents to view. These policies govern the running of Lake Boga Preschool and will be referred to throughout the year.



Philosophy of our Service

Lake Boga Preschool strongly believes in facilitated early years learning through play. We are passionate and committed to the overall well-being of each child at our Service. Using current educational frameworks we will ensure all children develop creative techniques for thinking, communicating, learning and living life. We acknowledge family as a child's biggest influence and endeavour to respect, value and include all aspects of family at our Service.

We believe in intentional teaching that involves the VEYLDF, in order to prepare children in moving forward through preschool, and transitioning successfully to primary school when they are truly ready.

Lake Boga Preschool is committed to providing a safe, healthy and nurturing learning environment which is both stimulating and enjoyable for all children, educators and volunteers attending the service. We will ensure all children's rights are upheld, with an emphasis on an inclusive and respectful environment that creates awareness of cultural diversity.

Lake Boga Preschool is committed to equal access for all children, regardless of circumstances. We will ensure all children's programs support individual and group learning, ensuring successful outcomes and security to participate confidently in new experiences. We are committed to encouraging children to express themselves, their opinions and to participate in experiences that develop self-esteem and resilience.

We believe strongly that all children are listened to and observed so as learning experiences provided reflect their personal interests. We will ensure that all children are free to explore their creativity, free to wonder and question their environment and wider community in which they live.

Lake Boga Preschool aims to encourage all parents to participate in and take pride in their preschool. We seek to build collaborative relationships with families to improve learning and developmental outcomes for all children, preparing them for many of life's experiences.

Lake Boga Preschool is committed to building relationships within the community that provide suitable opportunities to engage volunteers and enhance the program. Working together we aim to bring to our community a caring and stimulating learning environment that offers quality early childhood education. Reviewed 2024

Regulations

Lake Boga Preschool operates in accordance with the Education and Care Services National Law Act 2010 and the Children's Services Regulations 2020. We practice the National Quality Framework to ensure Quality Standards in 7 areas are met. Copies of documents are available to view in the Preschool Office, please ask.

Important Regulations to Note

- ◆ All children need to be signed in and signed out in the sign-in book (located on the table in the foyer), on arrival and departure with the correct time recorded. Your child will have a number next to their name.
- ◆ Children attending the Service will not be given into the care of any persons other than a parent/guardian, except where written authorisation (named in attendance book and in the child's enrolment record) is given by the parent/guardian. (In case of emergency you will need to phone the Preschool).
- ◆ All instances of illness, accidents or injuries and the administration of medication are recorded in the "Accident, Injury, Illness" Book and a "Medication" Book.
- ◆ In the case of illness the parent/guardian will be notified, and the child will need to be collected as soon as possible. If the parent/guardian cannot be contacted, the emergency person will be notified (all contact details are contained in the enrolment record). Arrangements need to be made for the child to be taken from the Service as soon as possible. (children will be made comfortable and cared for until collected from the Service)
- ◆ Every precaution is taken to prevent the spread of infectious diseases. Your co-operation is important. We need to know if your child is away because of illness. This allows us to inform others, if for example a child has Chicken Pox. **Quarantine periods are required for infectious diseases. (Please see list in the foyer or on website).**

Educational Hub

At Lake Boga we have the unique and ground breaking opportunity in developing an Early Learning Educational Hub that comprises of the Primary School, Preschool, Playgroups, Maternal and Child Health, and Parenting Resources all in the one area. The aim is to develop continuity of care and education, as well as providing convenience for all families in Lake Boga and it's surrounding districts.

Due to our close relationship with the local primary school (being our Approved Service Provider) we will promote our local school and facilities often. Activities between Preschool and Primary School are sometimes arranged to support both Programs.

We respect that families are free to choose their child's next step of education and will respect families choice of primary schooling.

Pre-schooler/Prep Transition Program

Lake Boga Primary School runs a comprehensive transition program. With multiple transition opportunities and local excursions to become familiar with the local school, students and staff.

Approved Provider

The Lake Boga Preschool's Licence is held by Lake Boga Primary School. Lake Boga Primary School Council is the Administration Body and oversees the management of the service. They are the body responsible and accountable for the Preschool Service provided.

The Committee of Management

The COM oversees the overall management of Lake Boga Preschool, including financial management and staffing. It is a sub-committee of the Administration Body and reports and makes recommendations to LBPS School Council on a monthly basis.

The Committee of Management consists of–

- ◆ Principal of Lake Boga Primary School
- ◆ Business Administration Officer
- ◆ Director/Educational Leader
- ◆ President of Preschool
- ◆ 1 School Council Member
- ◆ 1 Educator from Preschool

Lake Boga Preschool has a NUT FREE POLICY

The Preschool has a **Nut Free Policy** in place asking that NO nuts or nut products be brought to preschool in lunch boxes or bags. As part of our Anaphylaxis Policy **all children are to wash their hands on arrival at preschool.** Please become familiar with this policy and the actions taken to ensure the health of all children.

How can you as a parent assist? Please ensure you do NOT send any of the following items in your child's lunch box—peanut butter, nutella, cashew or almond spread, nut bars or muesli bars, biscuits or cakes containing NUTS. Always check labels on packaged foods. Best rule of thumb—**"If in doubt—leave it out."**

At Preschool we often ask for donations of boxes for craft activities. Following our Nut Free Policy, please ensure you **do not donate** boxes that have contained: NUTS, Nut bars, cereals such as Crunchy Nut Cornflakes, certain ice creams with nuts such as Drumsticks. And any containers are washed thoroughly.

Informing you of Preschool happenings

Please check the "sign in" table daily for important information and reminders of what is going on for the week.

Notice Boards are located at the "sign in" table. Please check regularly for relevant information.

Pockets are located on the end wall inside the preschool and each child has their own named pocket. Letters to parents/caregivers and art work are placed in your child's pocket for collecting, please ensure you check this daily. Please ask carers, grandparents, etc. to check also as you may miss some very important information.

The Children's Program is displayed each week in the preschool room. This informs you of the activities your child will participate in and the themes they will explore.

Newsletters are given out to inform families about the preschool happenings.

Seesaw—An online application where information will be shared digitally for families. This is used across the education hub.

Changes to the Enrolment Record

Please notify staff of any changes in address, telephone number, doctor, emergency contacts, etc. as soon as they occur. It is vital that records are kept up to date at all times. It is also very helpful for staff, if parents let us know of any circumstances that may have an effect on their child, eg. New baby, moving house, any changes in the family such as separation or illness. All information is held in confidence.

Fundraising

Over the year you will be asked to participate in some fundraising. We understand that no-one can be expected to support every fundraiser to the “maximum” however, we ask all families to support where they possibly can. Fundraising is essential to provide resources that can not always fit in the preschool budget, and can be another form of social interaction for families.

Goals:

- ◆ To raise funds for extra resources & improvement of facilities.
- ◆ To provide opportunities for families to meet & develop a sense of community.
- ◆ To market the preschool & promote the value of quality early childhood education, to the wider community.

Due to audit processes all fundraising events must be approved by School Council via the Committee of Management and any funds must be managed through the School Administration to meet regulations. Fundraising can incorporate applying for grants, again approval by School Council is necessary



School Readiness Funding 2024

Each year all early childhood services are provided with School readiness funding SRF. Which takes data from Lake Boga preschool and determines a focus area out of wellbeing, communication or inclusion. This year we have a focus on wellbeing. We will intentionally teach through our program around social emotional wellbeing and emotions. A concept we have introduced in the previous year is bucket filling a simple concept for children to understand their emotions and their impact on others through either filling a bucket or dipping into a bucket. The children in the previous year adapted well to this concept and promoted positive social interactions between all members of the preschool. This year we will enhance our training on social emotional language, expressing emotions and look at ways to promote gender safe environments.



Bucket Fillers

What to expect...

Preschool Term Dates

Term 1 : Tuesday 6th February — Thursday 28th March 2024

Term 2 : Tuesday 16th April — Thursday 27th June 2024

Term 3 : Tuesday 16th July — Thursday 19th September 2024

Term 4 : Tuesday 7th October— Thursday 12th December 2024

Fees 3 & 4 Year Old Kindergarten is free for 2024

Important dates 2024 Where Kinder will not operate:

30th, 31st 1st January/ Feb—Interview and Preparation days

Thursday, Anzac Day –25th April Term 2

Tuesday, Melbourne Cup 5th -November Term 4

Tuesday 17th of December –Preschool clean up day with families

Program

Our Preschool operates according to the Victorian Early Years Learning and Development Framework. It forms the basis of our program, which is “Play Based”, acknowledging that this is how children learn best. The program offers a wide variety of activities, materials and experiences, especially designed to meet the individual needs, interests and abilities of each child in 5 learning outcomes : **Identity, Community, Wellbeing, Learning, Communication**. It is through **planned play** that children explore, discover, try out new ideas and gain knowledge about themselves and the world around them. Thus developing confidence and independence, which are important foundations for future learning.

Ways You Can Help

Parent Helpers

To reduce cleaning costs families are required to help (where possible) with cleaning the centre following each session at 4pm. This involves tasks including: sweeping the floor, wiping tables and cleaning some equipment. Parents will also be invited to participate in the program if they choose. Eg: reading stories and helping with activities. Younger siblings are welcome to accompany parents/caregivers whilst on duty however, supervision of extra children is the parent’s responsibility. Helpers are to sign in and out of the visitors book, located at the front sign in table.

Laundry

Each week we use hand towels, smocks and tea towels. Each family will be rostered on to wash these items.

Lawns and Maintenance—We will have maintenance staff to complete mowing tasks

Working Bees

These are held whenever necessary throughout the year and are all hands on deck. Working Bees are social occasions and can be a great way of meeting new families.

Special Interests/Hobbies/Something to Share

You may have a special talent which you would like to share with us, or something of special interest to the children. For example, baby animals, play an instrument, your field of work, your culture, sewing, let us know, we would love to have you involved in our preschool community.

Sunhats are compulsory during terms 1,2 and 4. wide brim or bucket hats—No caps

See Sunsmart Policy.

Definitely no thongs, crocs or gumboots, as these are dangerous when climbing and running. Instead have you child wear good, strong shoes or sandals with grip.

No tank tops, singlet tops or thin straps on dresses, as there is a danger of sunburn. **See Sunsmart Policy.**

Sunscreen

We ask that you apply sunscreen to your child before they arrive for the session. This helps us adhere to our **Hygiene Policy**. We do have a bulk supply of sunscreen you can use at the preschool if you forget. Please inform anyone who is dropping off your child about this procedure.

Children will learn to reapply sunscreen later in the day as sunscreen needs to be applied at 2 hourly intervals.

Please inform us if your child has an allergy to sunscreen.

PLEASE MAKE SURE ALL ITEMS ARE NAMED

Bag, lunch box, drink bottle, jumpers, coats and anything you don't want to lose! Preschool children are still developing skill in identifying their own belongings.

Birthdays

We enjoy celebrating children's birthdays at Preschool by chatting about the child's special day and singing Happy Birthday **We ask that no cakes are brought to preschool in line with our Healthy Eating and Oral Health Policy.** We have a special badge for children to wear. The children will also be given a birthday card from the children and staff and read a birthday book of their choosing.

Children are able to express feelings, and learn a wide range of skills including social, physical, intellectual and language. Preschool provides time and opportunities to play, enabling children to make choices and decisions and learn that these decisions affect themselves and others. Preschool is a place to play and enjoy themselves within a safe and caring environment.

Planning Cycles: Each child will have planning cycles to document their learning as they achieve learning and development goals, throughout the year. This is in accordance with the VEYLDF the guiding framework for early childhood settings in Victoria.



Excursions / Incursions

Lake Boga Preschool is committed to providing a varied and interesting program with as many first-hand learning opportunities as possible. Local excursions or Incursions may be used to extend the program where appropriate and within funding constraints.

Emergency Evacuation Procedure

Copies of the Emergency Evacuation Procedure are located in the foyer and at exits the Notice Board, Office and Kitchen. This procedure is practised each term with the children. All families should familiarise themselves with our emergency procedures. A note comes home when drills are practiced

Communication

Communication and Confidentiality between staff and families is very important at our Preschool. We encourage you to bring any problems/concerns about your child's learning at preschool to our attention as soon as possible. Please talk with our Director/Educational Leader or Principal if you have issues regarding your child or the preschool service. A suitable time can be arranged to discuss issues in-depth after a session, giving staff and families opportunity to talk in private if needed. Email is available for parents to communicate with Director/Preschool.

lake.boga.kin@kindergarten.vic.gov.au

Complaints Procedure

If there are any matters of concern, firstly speak to the Director/Educational Leader. Secondly, an appointment can be made to speak with the Service Provider, Lake Boga Primary School Principal, Marty Gray. If further advice is needed the Children's Services Officer, for our area (Bendigo), can be contacted through Department of Education Training (DET). Ph: 4433 7502.

Drop Off/Pick up

Children are to be dropped off and picked up by a responsible adult, as nominated on the enrolment form. There will be a sign in/sign out book that all parents/caregivers must complete at the beginning and end of each session. A child will not be allowed to leave with any other adult without parent consent.

Please note that preschool doors will be locked before session times to ensure staff have adequate time to set up for the day's program. **The doors will be unlocked at 8:30am when each session begins and not before.**

What your child needs at Preschool

PLEASE BRING:

- ◆ a **LARGE** backpack that can be **easily identified** as their own, for keeping and transporting their belongings and creations in.
- a lunch box large enough to contain a healthy range of foods for snack and lunch, eg. vegetables, fruit, cheese, sandwiches, rolls, wraps, yoghurt, dry biscuits, rice cakes as guided by our **Nutrition Policy. (Remember no nuts or nut based products).** Please ensure the lunch box is "child friendly" and can be easily opened by your child.
- we encourage families to support our Environmental Sustainability by limiting pre-packaged foods and using reusable containers. These foods are often unhealthily high in sugars and salt.
- a drink bottle containing water. No fruit juice or flavoured milk boxes.
- a complete change of clothing including socks and underwear in your child's backpack for toileting "accidents" and also for water or "messy" play where getting wet may be unavoidable.
- a warm coat and hat in winter for outside play. And sunsmart bather tops in summer welcome for waterplay

What to wear

Please dress your child ready to play in mud, sand, water, using glue and paint. Your child's best clothes are not ideal and long dresses make climbing difficult and dangerous. Clothes need to be comfortable and have easy fastenings to enable children to develop independence with their toileting. Please be aware that although we use paint smocks, paint still gets on the children's clothes. Most paints used at preschool usually wash out however, sometimes stains occur.