



# Warrnambool Three Year Old Kindergarten



**WARRNAMBOOL THREE YEAR OLD KINDERGARTEN INC.**

A.B.N. 24 542 392 743

10 Panorama Avenue  
PO Box 1129  
Warrnambool Victoria 3280  
Telephone: 0490706897

Kindergarten Teacher - Mrs Diane Essenwanger (Wombat Group)  
Kindergarten Teacher - Ms Lauren Whitmore (Turtle Group)  
Co Educators: Ms Renay Harris and Mrs Jeanna Johnstone  
Nominated Supervisor - Mrs Diane Essenwanger

**SESSION TIMES**

**WOMBAT GROUP:**

Monday 8.30am to 1.30pm  
Wednesday 8.30am to 1.30pm  
Friday 8.30am to 1.30pm

**TURTLE GROUP:**

Tuesday 8.30am to 1.30pm  
Thursday 8.30am to 1.30pm

**FEEES**

**Funded place -**

**No fees payable**

**Unfunded place -**

**1 five hour session- \$575 per term**

**2 five hour sessions- \$1150 per term**

**3 five hour sessions- \$1700 per term**

# Aims

Warrnambool 3 year Old Kindergarten Inc. is to be considered a preparation for a child's entry to a year of full time kinder before going to school.

We aim to make this a fun time as the child experiences separation from her/his family for perhaps the first time. The basic skills and concepts learnt at three year old kindergarten will give the child a good start for their ongoing education.

At this kindergarten the child will be given many opportunities to play freely indoors and outdoors.

*Play is the child's work and each activity provides for learning.*

## The aims of three year old kindergarten are:

1. To provide a safe, secure and happy environment.
2. To develop the child's socialisation skills by providing opportunities to relate with other children of a similar age.
3. To develop the child's gross and fine motor skills by encouraging the use of the equipment both indoors and outdoors.
4. To stimulate the child's imagination and creativity through the use and exploration of a wide range of materials and experiences.
5. To promote the child's cognitive development.
6. To encourage the development of the children's language, speech and early literacy skills through various experiences.

# Background



The Warrnambool 3 Year Old Kindergarten Inc. was originally created by group of parents who realised the need for, and benefits of, their young children socialising in a controlled group with other youngsters. The kindergarten commenced in Allansford, but shifted to its present site in Warrnambool in 1993. From 2022 the State government began subsidising the operations of Three Year Old kindergartens in Warrnambool. From 2023 Three Year Old Kindergarten will be free for all eligible Victorian children. We

do however, still require to fundraise to cover some of our expenses. The kindergarten is registered under National Law and has to meet the strict governmental controls that are in place in respect to personnel and premises. We operate under the National Quality Framework. The kindergarten is regularly inspected. The kinder must also meet statutory expenditure requirements such as paying award rates, lodgement and registration fees. The kindergarten is a non-profit organisation that prepares an annual budget and endeavours to work within that financial framework. Normally the kindergarten will operate to a small surplus or deficit. For obvious reasons, it cannot operate in deficit over an extended period of time as the kinder does not have extensive reserves on which to fall back. Its success depends on the dedication of staff together with the co-operation of parents. A good committee is also an integral part of the kindergarten's success. The kindergarten is an incorporated body and as such, all members of the committee have legal protection as provided under the powers of the Associations Incorporation Act 1981. Parents are encouraged to participate in the management roles of the Committee.

# Kindergarten Fees

## ENROLMENT FEES

A NON REFUNDABLE enrolment fee of \$75 is payable per child.

The enrolment fee is payable when submitting the Enrolment Form. Places to children the offered on a first-in priority basis. So the earlier forms are in, with the necessary fee, the better the chance a child has of obtaining the sessions of choice.

## TERM FEES - Only applicable to non funded places.

Term fees for 2024 have been set by the Committee of Management. Please see page 2 for term fee amounts. There will be a late fee of \$40 for all fees paid after the due date. In cases of hardship, an alternative fee payment arrangement may be made by consultation with the kindergarten treasurer, providing such an arrangement has been entered into before the respective due dates.

The due dates for 2022 fees are as follows:

Term 1: Due by 26th JANUARY 2024

Term 2: Due by 12th APRIL 2024

Term 3: Due by 12th JULY 2024

Term 4: Due by 4th OCTOBER 2024

Where fees are not paid by the commencement of any term, the constitution gives the kinder the right to offer that child's place to another child on the waiting list. It is expected that parents who wish to withdraw their child from kindergarten would show courtesy and speak to staff about their reasons for the withdrawal.

Please remember that the Treasurer's role is an honorary role and as such the workload of collecting fees should be kept to a minimum.

## How are fees paid?

Please note that the kinder does not take cash for fees. The preferred method is payments directly into the kindergarten's bank account via Internet Banking. Parents who do not have access to internet banking can pay over the counter at any National Bank.

Bank: National Australia Bank  
Account Name: Warrnambool 3 Yr Old Kindergarten  
BSB: 083 957  
Account No: 85 728 1745

**Please ensure that at least your family name is provided whatever your method of payment.**

## What about if the family takes a holiday midyear?

The kindergarten is a non-profit incorporated body that runs on a tight budget to keep fees to a minimum. As such the operating income of the kindergarten is based on near capacity filling of places and all children paying the set fee for each of the four terms. Therefore, no allowance is made for non payment of fees when parents take their children on holidays throughout the year. The fees are still payable even though the child is unable to attend.

## FEE POLICY

Please refer to the Kindergarten fee policy for further and more detailed information regarding fee payment.

## FEES REFUND POLICY

Following notification of a child's withdrawal from sessions, a refund may be paid for the unutilised portion of the current term, dependent on another child being available to fill the vacancy or at the discretion of the Committee.

## ENROLMENT PROCEDURES

**Children must be three years old by April 30th in the year that they are to attend.**

Initially a child's name will be placed on an Expression of Interest list. An Open day will be held and notification will be given via email to those names on the Expression of Interest List, along with an Intention to Enrol form. The return of the Intention to Enrol forms will be numbered and places allocated according to the order that this forms have been returned in. Completed Intention to Enrol forms will give parents the opportunity to select preference of session days. Enrolment Forms and Information Booklets will then be sent out with confirmation of enrolment being accepted on return of Enrolment Form and \$75 Enrolment fee.

## Term dates

### 2024

**Term 1 – 29th January to 28th March**

**Term 2 – 15th April to 28th June**

**Term 3 – 15th July to 20th September**

**Term 4 – 7th October to 20th December**

**Please note that there is time allowed for planning and preparation at the start of the year and clean up at the end of the year.**



# Health and the Child's Welfare

Please let the Educators know if you are going away or if your child will be absent for more than one session. PLEASE DO NOT BRING YOUR CHILD TO KINDER UNLESS SHE/HE IS 100% WELL. We have a responsibility to the other children and their siblings. If your child has an infectious disease we would like to know as soon as possible. A list of exclusions is on display at the kinder for your information.

## **AUTHORITY TO ADMINISTER MEDICATION**

It is required by the Regulations that no medication be given internally without written authorisation. Only prescribed medication kept in its original container, with the original label, will be administered.

Details of the administration of any medication will be recorded and parents/guardians will be required to witness these details at the end of the session when the child is collected from our care. Please refer to the kindergarten policy for further information.

## **PROCEDURES FOR DEALING WITH ILLNESS, ACCIDENTS, TRAUMA ETC.**

If a child becomes ill at kindergarten or has a bad fall or other injury, the parent or emergency contact will be informed. An ambulance will be called if necessary and the child reassured about what is happening. Staff members have completed first aid training. Parents are strongly advised to have taken out a family membership of Ambulance Victoria. The cost of the short trip to the Base Hospital from the kindergarten would cost in excess of \$1000. Please refer to the kindergarten policy for further information.

## **OUTDOOR ACTIVITIES**

All children will be asked to wear a hat when playing outdoors, particularly in Terms 1 and 4. Children without hats will not be permitted to play outdoors when the weather is deemed likely to cause skin damage. Please ensure your child has their own hat in their kinder bag at all times or has a hat left at the kinder. It is advisable to apply sunscreen before your child comes to kinder and we will apply it again before going outside when necessary.



# Parent involvement

**Your involvement is vital to the running of this kindergarten and you are urged to become involved in the following ways:**

- assisting with the running of the session and preparation of snack time
- helping at working bees and clean-up days
- gardening and lawn mowing
- sharing your special skills e.g. playing a musical instrument, assisting with cooking activities, sewing and mending, minor repairs etc. Please let us know how you would like to share your talents/gifts with us!
- becoming a committee member or attend parent meetings on a regular basis.

## **ROSTERS**

Rosters will be made to cover:

1. Parent help during the session
2. Lawn mowing and gardening.

The names of all families will be placed on these rosters with jobs equally shared amongst the kindergarten community.

## **BIRTHDAYS**

These are special events in your children's lives and they love to share them at kindergarten with their new friends. If you would like to bring along a treat (birthday cake, small cakes, or a tub of ice cream and some cones perhaps) it would be enjoyed by all! Cream cakes can be too rich for many children and very messy.

Each year there is a possibility that we may have children enrolled with specific food allergies. If this is the case, information will be sent out early in the year, specifically pertaining to the types of foods that will be allowed for birthday treats.

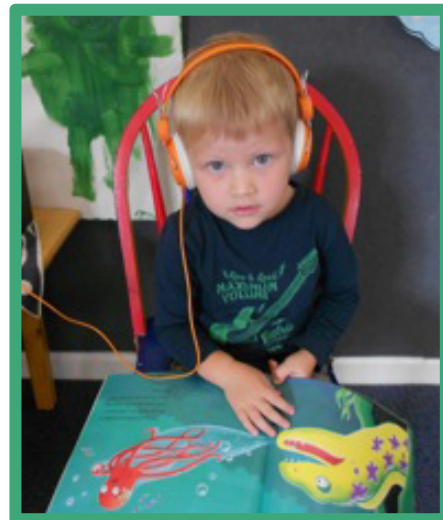


## Punctuality and attendance

Department of Early Education and Care Regulations require that a bound attendance record be kept, listing the name and time of arrival and departure of each child. Each child therefore needs to be signed in at the beginning of the session and out at the end of the session. Every child must be brought into the kindergarten and be collected by an adult at the end of the session. Every adult who collects the child at the end of the session must have been named as a responsible person on the child's enrolment form.

If the person named to collect the child at the end of the session is unable to come, then the kindergarten staff must be notified prior to the end of the session.

Please be punctual both when delivering and collecting your child. Arriving on time gives your child the benefit of a full program and being picked up on time avoids the anxiety about being forgotten. If you do get held up, please phone the kindergarten and let us know about the situation.



## Arrival/Departure procedures

On arrival, your child will be expected to place his/her bag in the lockers, hang his/her towel on their hook in the bathroom and place his/her fruit and water bottle on the trolley.

At the end of the session, your child will be asked to remain with staff until the person named in the attendance book as the one who is to take the child from the kindergarten has completed the signing out details. Please do not call your child away until they have been dismissed. This is to ensure that all children leave the kindergarten in the care of the nominated person.

## Photos

During the year, staff will take photos of the children participating in a variety of different activities. These will be displayed in a photo album for each group and will be available for sale. If for any reason you do not want your child to be photographed, please advise the staff.

A professional photographer will also visit the kindergarten in term 4 to take photos of the children.

## Special events

We will have a variety of special events during the year and these will include such things as Special Person's Week, Grandparent's Week, Dress up Days, Police Visits, Teddy Bear's Picnics, Breakfast and Pyjama Parties and Sports Week. The kinder year is busy and so it is important to read emails carefully and newsletters to keep up to date with events happening at the kindergarten. We generally do not take the children out of the centre for excursions.

## Christmas celebration

The kindergarten recognises the Christmas calendar and may sing Christmas carols at the appropriate time.



# What to bring to kindergarten

1. **A bag.** This needs to be quite big to carry all the children's belongings.
2. **A change of clothes**
3. **Morning tea.** This is to be predominantly a fruit / vegetable snack . Some children really enjoy a small selection of different fruits or vegetables, rather than one large piece. Please do not send sweets, muesli bars, biscuits etc. for morning tea. Please bring the food suitably prepared in a named container. We have healthy food policy that we adhere to and our sustainability and environment policy helps encourages us to not use single use plastic and limit waste.
4. **A bottle of water with your child's name on it.** No juice, milk or other drinks are allowed. Water only.
5. **Lunch.** This will need to be in a separately packed container. They will bring one container for morning tea and one for lunch which will go in the fridge. Examples of things to include in the lunch box are a sandwich or wrap, yoghurt, cheese and biscuits and more fruit. We encourage healthy eating and also minimal waste.
6. **A small hand towel, named and with a loop for hanging on the hook.**
7. **A sunhat (named) which will be left in your child's bag.**

**ALL CONTAINERS, DRINK BOTTLES, TOWELS AND HATS SHOULD BE CLEARLY NAMED.**

Children are not encouraged to bring their own toys from home as they can be lost or damaged. If there is something really special that children would like to show us, then we would love to see it and encourage the parents to take the item home with them.

## Collection of junk materials for art/craft activities

**Wherever possible we like to make use of your junk and if you think we could use it, then please ask us before you take it to the tip!!**

Here are some things that we can use:

ribbons	corrugated cardboard	tissue paper
lace	foil trays	cardboard cylinders
fur fabric	corks	shells
wool	bottle tops	gum nuts
feathers	cellophane & tissue	buttons
seeds	shoe boxes	wrapping paper
dried flowers	artificial flowers, etc.	old cooking utensils
wood off-cuts		
dress up clothes (ones that are easy to get on and off)		

# Comments, complaints

We are always pleased to receive feedback, and constructive criticism regarding the operation of the kindergarten. However, occasionally parents may have concerns or complaints and we would like the opportunity to follow these up. Any complaints, etc. are requested to be put in writing and addressed to the kindergarten President. Twice yearly a parent questionnaire will be sent home and we encourage you to provide feedback on this form. The Department of Education will also seek feedback via a survey towards the end of the year.

Matters relating to the programme, children's development, progress, etc. should be conveyed to the Kindergarten Teachers.

Matters regarding the administration of the Centre are to be referred to:

The Service Providers of Warrnambool Three Year Old Kindergarten  
C/o P.O. Box 1129 Warrnambool Vic 3280,

or

Department of Education and Early Childhood  
Barwon/SW Region  
PO Box 750 Geelong 3220  
Ph: 5226 4540

# Finally

We thank you for enrolling your child at Warrnambool Three Year Old Kindergarten. We look forward to getting to know your family and trust that your child will have a happy and rewarding time with us throughout the year. Please do not hesitate to talk to us about any concerns, queries or questions.

