



# PARENT HANDBOOK 2023

**EXCEEDING**  
National Quality Standard



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## WELCOME

On behalf of the staff and Committee of Management, welcome to our Rangeview Pre-School community.

In this handbook you will find useful information to help you get the most out of your children's time at pre-school. This includes more details about our program, how to help prepare your children for pre-school and settle them in, what their day at pre-school will involve and some key ways you can keep in touch and get involved in the experiences at the pre-school.

As well as this handbook, you can find detailed information on our website, and support resources are available in our foyer and on our noticeboards. Please take the time to become familiar with the information provided and do not hesitate to contact a staff or committee member if you have any queries, concerns or comments.

We know your family will develop great friendships throughout the year, and we look forward to sharing many amazing, enjoyable and rewarding experiences with you.



## THE RANGEVIEW PHILOSOPHY

Rangeview Pre-School has been a part of our community for over 60 years.

We believe that children learn best through play in a safe, secure environment that nurtures and values each child. We believe that children are inquisitive, capable, and unique individuals who actively construct their own understandings and learning from diverse experiences and environments. Our educators support and encourage children's learning by providing opportunities that promote co-operation, sharing, acceptance and respect for children's feelings and the importance of valuing ideas from peers.

Rangeview Pre-school's early childhood programs reflect the Early Childhood Learning Frameworks (VEYLDF & EYLF Belonging, Being & Becoming). Our programs aim to provide children with the opportunity to have meaningful experiences that help them to develop a sense of identity, understand their contribution to their world, become effective communicators and learners and develop a strong sense of wellbeing.

Our learning environments encourage children to expand their thinking and to interact and work collaboratively and respectfully in groups or individually. As the children experience the joy of play, they explore, improvise, create, experiment, question and discover with peers, educators, outdoor experiences, and the natural environment.

Rangeview Pre-school recognise families as a child's first educator and outcomes for children are best achieved by working in partnership with families. We encourage communication, participation, shared information, and opportunities to be a part of decision making. We welcome and encourage family's interest, support and involvement in our pre-school community.

We acknowledge, respect and value diverse families and cultures and believe these diversities offer richness to our curriculum and provide opportunities to learn about differences, similarities, compassion and community acceptance.

We acknowledge the Wurundjeri people, the traditional custodians of the land and waterways and share this with our children and their families, as we pay our respects to elders past, and present and emerging.

Our educators are nurturing, respectful and encouraging and we value each staff member's contributions, skills, knowledge and experience. Rangeview Pre-school acknowledges that learning is life-long and we are committed to professional development for all our educators as we endeavor to provide high quality education and care for our children.

*We believe that when children feel safe, secure and supported, they grow in confidence to explore and learn.*



# EARLY CHILDHOOD EDUCATION & LEARNING

Three- and four-year-old pre-school provides an opportunity for children in their two years before school to interact in a learning environment with other children of similar ages. This unique play-based learning environment addresses and reflects the values set out in the National Framework.

At Rangeview Pre-School we believe that, through the framework, children develop a sense of belonging, being and becoming.

## BELONGING

Is a natural part of a child's life, through relationships within a family. But belonging also describes how a child should feel in an early childhood environment.

## BEING

Reflects the immediacy, spontaneity, and intensity of children's learning experiences, the 'here and now' of children's lives.

## BECOMING

Refers to the change and growth that occurs for young children in early years.

It emphasises learning and experiences that will allow children to be active community members into the future.

Research informs us that children's learning is enhanced when they are having fun and are free to explore and discover at their own pace, in their own way. Therefore, play is the best way for young children to learn.

When children are playing, they are showing what they have learned and what they are trying to understand.

While playing you will notice your child:

- Using imagination and creativity
- Imagining with objects and using symbols
- Constructing ideas, solving problems and developing new understanding
- Organising and comparing the size, colour and shape of toys and other items
- Using language and asking questions
- Interacting and co-operating with others
- Beginning to regulate feelings and behaviour
- Being active, exuberant, and practicing skills
- Building independence and persevering in order to achieve success



**The Early Years Learning Framework – Belonging Being and Becoming and the Victorian Early Years Learning and Development Framework** have a strong emphasis on play-based learning and highlight outcomes for children.

During the pre-school year, your children will build on their:

**1. SENSE OF CONNECTEDNESS**

Your child will learn more ways to relate to others, be responsible, and respect diversity and the environment.

**2. SENSE OF IDENTITY**

Your child will learn more about themselves, feel secure with others, and build confidence, independence and perseverance.

**3. WELLBEING**

Your child will learn more about understanding feelings, managing challenges, staying healthy and safe, and developing movement skills.

**4. ACTIVE LEARNING**

Your child will develop an increased desire to learn, ways to learn, and ways to get organised for, and be involved in, learning.

**5. ABILITY TO COMMUNICATE**

Your child will develop increased listening skills, language skills, confidence and interest in early literacy and numeracy skills.



Kim Costigan  
Director & 3yo Teacher



Jing Zhang  
3yo Teacher



Andrea McCurdy  
4yo Teacher



Tracy Beckter  
4yo & Gumnuts Teacher



Annamaria Bingham  
4yo Teacher



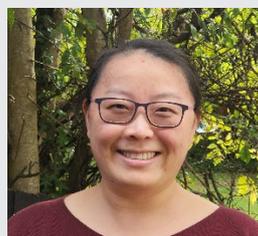
Penny Low  
Educator



Sonya Wansbrough  
Educator



Xinxia Ding  
Educator



Jane Lei  
Educator

## OUR EDUCATORS

### OUR TEACHERS & EDUCATORS

During your children's pre-school years, our teachers will work with you to build on the skills, interests and learning that you have supported your child to develop.

In the pre-school setting, qualified teachers and educators use a play-based program to extend your child's learning and development.

We have a wonderful group of qualified teachers and educators at Rangeview Pre-School. Please find a list of their names along with their photos on the opposite page.

Their photos and profiles can also be found on the website and in the foyer of the pre-school.

YEAR	GROUP	TEACHER	EDUCATORS
4 Year Old Group	Banksia	Andrea McCurdy	Penny Low Sonya Wansbrough Tracy Beckter Jing Zhang Xinxia Ding
4 Year Old Group	Waratah	Annamaria Bingham / Tracy Beckter	Penny Low Sonya Wansbrough Xinxia Ding Jing Zhang
3 Year Old Group	Willow	Jing Zhang	TBC
3 Year Old Group	Jacaranda	Kim Costigan (Director)	TBC
Pre-Kinder	Gumnuts Program	Tracy Beckter	Jane Lei

## PROGRAMMING, PLANNING & PREPARATION

The teachers' and educators' time is divided between contact time and non-contact time. Contact time is session time, where staff members engage and interact with the children, implement the program, undertake intentional teaching, make observations, support, develop and extend children's learning and work towards meeting the children's planned learning outcomes.

Non-contact time is the time before and after session. This time is used for planning the educational program, planning for individual and group learning outcomes, documenting observations, parent-teacher conversations, staff meetings, preparation of the program and materials, purchasing and administration requirements and so much more.

### 3 YEAR OLD TIMETABLE

#### ROOM 1

Monday	Tuesday	Wednesday	Thursday	Friday
Willow 8.30am-1.30pm	Jacaranda 8.30am-1.30pm	Willow 8.30am-1.30pm	Gumnuts Activity Group 9.15am-11.45am	Jacaranda 8.30am-1.30pm

### 4 YEAR OLD TIMETABLE

#### ROOM 2

Monday	Tuesday	Wednesday	Thursday	Friday
Banksia 9.15am-3.00pm	Waratah 9.15am-3.00pm	Banksia 9.15am-3.00pm	Banksia/Waratah* Home Kinder: 8.45am-12.45m Bush Kinder: 9.15am-12.45pm	Waratah 9.15am-3.00pm

\* On Thursdays, each group has a session at Bush Kinder one week and a session at Rupert Street the following week. Dates for the full year are provided in the Bush Kinder Handbook.

## 4YO - BUSH KINDER PROGRAM

Rangeview Pre-School offers an exciting Bush Kinder Program as part of its 4 year old sessions. The program is funded through the City of Whitehorse, and Rangeview's teachers work closely with Whitehorse Council's ParksWide Education Program Officer.

Children in the pre-school's 4 year old program spend one kinder session each fortnight taking part in a series of 'nature-based' classes, which are held at the nearby Yarran Dheran Nature Reserve every second Thursday.

In 2023, Banksia and Waratah will alternate between Bush Kinder at Yarran Dheran Nature Reserve and their normal kinder session at Rangeview Pre-School.

Bush Kinder aims to:

- Facilitate respect and appreciation of nature through experience
- Encourage creative play with minimal use of direct instruction, tools and manufactured resources
- Assist in the development of risk assessment skills in a dynamic environment
- Support kindergarten staff to integrate environmentally aware principles and nature-based play into their daily service delivery.



## 4YO - INTERGENERATIONAL PROGRAM

In 2019 Rangeview Pre-School introduced a wonderful new Intergenerational Program as part of its 4 year old sessions. **Unfortunately, we had to suspend the program in early 2020 due to COVID-19 restrictions. However, we are making plans to resume this program when it is deemed possible.**

The Intergenerational Program brings the children together with senior members of the community to form fun and meaningful relationships, and provides opportunities for the different generations to share experiences, knowledge and skills that are mutually beneficial.

Research has proven that these interactions can have fantastic benefits for each generation, with children having a better sense of where they've come from and older participants showing an increase in positivity and improvements in health. It is run in partnership with Regis by the Lake Blackburn, where the children attend regular sessions each term. Together with the residents, they participate in play-based experiences, as well as music and movement.



## GUMNUTS - PRE-KINDER PROGRAM

Another exciting program that Rangeview Pre-School offers is Gumnuts - an activity group for children who have turned three.

Designed and run by qualified early childhood teachers and educators, Gumnuts is a play-based learning program, giving three year old's the opportunity to:

- learn through play
- enjoy stories, games and songs
- gain confidence and independence
- develop social skills
- develop their skills with puzzles and other educational experiences
- listen and follow simple instructions
- learn through social experience
- develop their ability to share and cooperate
- and most importantly, have fun!

Gumnuts is run on Thursday mornings.

Children attending may be already in a formal three-year-old pre-school program or be due to commence one the following year. Children may join the program during the year at the start of any term after their third birthday, subject to places being available.

Please note that participation in Gumnuts does not entitle children to a place in Rangeview Pre-School's formal three-year-old program nor give them an advantage in the selection process.

For questions, fees and enrolment information please see our website [www.rangeviewpreschool.vic.edu.au](http://www.rangeviewpreschool.vic.edu.au)



# PROGRAM FEES

## 2023 FEES

Rangeview Pre-School has opted in for the Victorian Government's 'Free Kinder' program for 2023. This means the 3-year-old (3YO) and 4-year-old (4YO) programs will be fully funded and there are no additional fees for families.

Children may only receive Free Kinder funding at one service. If a child attends more than one service that offers a funded kindergarten program, they must nominate which service they will receive their funded kindergarten and Free Kinder funding. As part of their child's enrolment at Rangeview Pre-School, parents will be required to declare whether or not their child is receiving free Kinder at Rangeview Pre-School.

Families pay a \$100 deposit when they enrol in Rangeview Pre-School to secure their place at kinder. Families will forfeit this deposit if they do not take up their place. For families that do take their place at Rangeview Pre-School, the deposit will either be refunded, or the family may choose to donate it to the kinder.

For a full explanation of how fees are set, please see the Rangeview Pre-School Fees Policy available at [www.rangeviewpreschool.vic.edu.au](http://www.rangeviewpreschool.vic.edu.au)



## PREPARING FOR PRE-SCHOOL

The best way to prepare your child for pre-school is to talk positively about the experience without making it a big deal, as this can overwhelm small children. Pre-school is the start of an amazing journey, one of endless growth and development for them. If you are positive, they are more likely to be happy about the experience, particularly early on.

You can help prepare your children for pre-school. Below is a list of things that you might like to practice at home which may be useful for your children starting pre-school. Please note: there is no expectation that your children have to have mastered any of these, so please don't stress!

As children begin pre-school, they are usually beginning to:

- Talk to other people about familiar objects and events
- Answer and ask simple questions
- Make their needs known
- Follow simple instructions
- Use books for enjoyment or for looking at pictures
- Use the toilet independently
- Say their own name
- Adapt to unfamiliar settings and new experiences
- Play co-operatively with other children (sharing and taking turns)
- Put on and taking off jumpers, shoes, socks independently.

Some of the things that you can do to encourage confidence include:

- Providing play dates with other children
- Talking to your child about what to expect
- Coming up with a goodbye ritual – practise this before your child starts
- Reading to your child every day
- Encouraging your child to be independent by giving them time by themselves; feeding themselves; and practice dressing and undressing.



## **IS YOUR CHILD READY FOR PRE-SCHOOL?**

The early years of life are the most important for the foundations of learning. When considering whether your child is ready for pre-school, there are some areas of development to reflect upon. Please visit our website for guidance and information on pre-school readiness.

## **IF YOUR CHILD IS NOT READY**

Sometimes a child may not be ready for pre-school or may not cope once they have begun. If you feel this to be the case, please consult your child's teachers for advice. Depending on vacancies, a three year old who is not ready for our program may be able to attend Gumnuts instead; please discuss this with your child's teacher.

If in consultation with your child's teacher you decide to withdraw your child from the Pre-School you must advise the Secretary in writing, citing the date on which you wish this to take effect. You must withdraw your child prior to the 3yo allocation of funds and give one month's notice and the notification should be sent to [secretary@rangeviewpreschool.vic.edu.au](mailto:secretary@rangeviewpreschool.vic.edu.au).

If you have withdrawn your child after consultation and agreement with the child's teachers, and if this occurs prior to the Census, your child may be considered for enrolment as an entry with special circumstances in the following year.

## **PERMISSIONS & AUTHORISATIONS**

During the year parents/carers are responsible for signing and dating permission forms for excursions. (For more detail, see the Excursions, Incursions and Service Events Policy at [rangeviewpreschool.vic.edu.au](http://rangeviewpreschool.vic.edu.au))

If there are any changes to the enrolment forms and permission forms you submitted when enrolling your child, you must inform the secretary via [secretary@rangeviewpreschool.vic.edu.au](mailto:secretary@rangeviewpreschool.vic.edu.au).

It is your responsibility to ensure the pre-school has up-to-date and correct information, particularly with regard to your contact details.

## **INTERVIEW DAY**

It is exciting to be starting pre-school and we all look forward to meeting you! The first days of pre-school are set aside for a brief meeting with families. In your provided time slot you will have a chance to meet your child's teacher, introduce them to your child and ask any questions you may have.

## PREPARING FOR PRE-SCHOOL

### WHAT TO EXPECT IN THE FIRST FEW WEEKS

On your child's first day at pre-school they will attend in a small group for a shorter session. Information regarding your child's attendance on these days will be provided when you are given your group allocation at the AGM.

The first few weeks when leaving your children with us can be tough for both parents and children, so it's natural to feel a bit anxious about this big change to the family routine. The staff will do everything to help your child to settle in quickly. Before you know it they'll have made new friends and be running in without even a wave goodbye (that hurts too!).

When leaving for pre-school drop off, avoid rushing: leave home on time and allow time to say goodbye. At first, you may stay a while to ensure your child feels secure, but once they have settled in, a short and reassuring goodbye encourages independence. Confirm the time you will pick up your child and arrive in plenty of time to collect them.

Our staff are more than happy to help you with any questions you may have. If you are at all anxious at any time during session time, please do not hesitate to call, however we do ask that calls be kept to a minimum so our staff can be solely focused on the children. You are welcome to arrange a meeting or call after session if you would like more time.

### STAGGERED STARTS

Staggered starts are made over the first few weeks to give each child more one-on-one contact with the staff (and vice versa), and so that children can familiarise themselves with the environment and routines. Please see the details of the staggered starts in your group allocation pack.

## ONCE YOUR CHILD HAS SETTLED IN

Please arrive to pre-school on time. It helps your children to settle and develop a sense of belonging if they have the opportunity to sit with their friends at the beginning of the session. This is also the time the staff talk to the children about changes to the room, special experiences that will be happening and the expectations of the day. Children can become unsettled if they view their friends already at play. Pass onto staff anything that has happened since the previous day that has been of importance to the child.

Please be prompt in picking your child up from all sessions. Children can become quite anxious if parents have not arrived to pick them up when expected. If you are running late to pick up, please contact the pre-school as soon as possible.

Your children do so much in their pre-school day, however they may not always give you a detailed account. Often, if asked, a child might say they have done nothing all day and played with no one. It may help to ask a more specific question such as “Did you play in the sand pit?” or “Did you do a painting?”. If you are at all concerned please discuss this with the teachers.

A great way to get to know what happens during the day is to get involved in the program and sign up to the duty roster – see the section on ‘Getting Involved’ later in this handbook. In addition, our communication platform Storypark is a great way to see what has been happening during the pre-school week.



## ATTENDING PRE-SCHOOL

### WHAT TO BRING TO PRE-SCHOOL

- A **sun-safe hat** that covers your child's face, neck and ears. Wide brimmed or Legionnaires hats give your child good cover.
- A **bag** large enough for your child's belongings and art works they may bring home.
- Spare **change of clothes** (when involved with hands-on play-based learning, your child may get a little messy!)
- A water proof bag / plastic bag for soiled clothing
- Change of underwear & socks (in case of accidents)
- Please ensure everything is **labelled** clearly with your child's name.
- **Snack/lunch box.** Please ensure your child/ren can open and close their box. Children are required to bring a healthy snack or a healthy snack and lunch, depending on the length of the session. NB: Our pre-school cares for children who are at risk of anaphylaxis. Please do not include nut products in boxes. Please refer to our Nutrition and Active Play Policy.
- A named **drink bottle.**

**Rest and Relaxation:** As the four-year-old program has two long day sessions, there is a period of "rest" set aside for the children after lunch. Children are welcome to bring a small pillow with them to place their head on during this time while music is played or a story is read. Further information is provided in the Relaxation and Sleep Policy available on the Pre-School website.

**Toys from Home:** We discourage children from bringing toys from home as these may become lost or damaged. We welcome items from nature or any object that may support our program. Children are always welcome to share with us special events, news or interests.

### WHAT TO WEAR

Clothing should be comfortable and suitable for active play and should not hinder your children's need to practice their gross motor skills. Some dresses can make it difficult to climb as they get caught underfoot. Clothing should be suitable for messy experiences. We do provide smocks for painting, water play and so on, however clothes still manage to get dirty. Please consider the weather and dress your child appropriately.

Our uniforms, whilst not compulsory, are perfect for wearing to kinder and are popular with families. You can order uniform items at the AGM and buy second-hand items at the AGM or in the foyer during the year.

Your child *must* have a wide brimmed or legionnaire's hat

Any child with bare shoulders will have their top changed by staff

- **Hat:** Children require a sun-safe hat; wide brimmed or Legionnaires hats give your child good cover. Baseball caps and visors offer little protection to the cheeks, ears and neck, and are NOT recommended.

Please refer to our Sun Smart Policy available on the Pre-School website.

- Children who have pierced ears should wear sleepers or studs for their own safety.
- **Wet weather clothing:** During the cooler months we still endeavour to go outside. Your children will need to bring along a coat or jacket for use outside. A hat is good for keeping young heads and ears warm.
- **Warm weather clothing:** In warm weather children are required to have their shoulders covered. Singlet tops, sleeveless or shoestring tops/dresses are inappropriate for pre-school sessions as they do not provide adequate protection in the sun.
- **Footwear:** Footwear should be sturdy, comfortable and protect your children's feet. Closed toe shoes such as runners, boots etc. are recommended. Sandals are good for summer (non-slip flexible soles) but we ask that thongs, crocs and clogs are not worn (these are unsafe for running and climbing). Gumboots can be included in your children's bag for messy outdoor play.

## BEING SUN SMART

As we are a Sun Smart pre-school, your child is required to wear a sun hat once the UV is 3 and above. Parents are required to apply sunscreen to children before coming to pre-school during the Sun Smart period. We also reapply sunscreen throughout the day. Please ensure the permission form is signed and returned.

For further details please see our Sun Protection Policy available on the Pre-School website.



## DELIVERY & COLLECTION OF CHILDREN

Parents/carers are responsible for:

- Signing the attendance record as their child arrives at and departs from the service and indicating who is picking up their child at the end of the session
- Supervising their own child before signing them into the program and after they have signed them out of the program
- Collecting their child on time at the end of each session/day
- Alerting educators if they are likely to be late collecting their child
- Ensuring that only children you are authorised to collect are allowed through the front gate with you
- Respecting the property of our neighbours by keeping driveways clear and refraining from climbing on fences
- Paying a late-collection fee if required by the service's Fees Policy.
- We have a child safety lock on the front gate - please see that it is closed and only let children out who are in your care. The gate must be closed at all times. We ask parents to ensure that their children do not swing on the gate at any time.

## PUNCTUALITY

- Please note session start and finish times. Undue stress can be placed on children who are dropped off or picked up late. Please make sure
- all contact details including mobile phone numbers are up to date.
- Please inform the teacher if you have to drop your child off late or pick up them up early. This ensures minimal disruption to the program.

For further information please see our Delivery and Collection of Children Policy at [www.rangeviewpreschool.vic.edu.au](http://www.rangeviewpreschool.vic.edu.au).



## APPROPRIATE PLAY

Rangeview Pre-School does not condone violently orientated play. We encourage children to value and appreciate our fellow inhabitants, both human and animal.

**For legal reasons, please don't sign your child in or out whilst you are waiting in the foyer. Only sign your child in once they are with their teacher in the kinder room and only sign out once they have come out again.**

## MEAL TIMES

Children at Rangeview Pre-School gather to enjoy meals together, as this encourages social and meaningful interactions with each other. Coming together allows teachers and educators to model, reinforce and implement healthy eating and nutrition practices with children, taking into account the needs of children with special dietary requirements. Children are supported to access food and water throughout the day by educators, who actively participate in meal times.

## FOOD & DRINK

- Water is provided for children to access at all times
- Children are required to bring a healthy snack, or a healthy snack and lunch, depending on the length of the session. Appropriate items are fresh fruit & vegetables, cheese, yogurt, sandwiches, wraps, pasta, rice, sushi, savoury biscuits, dried fruits, savoury muffins etc. These foods provide prolonged energy and concentration.
- Feel free to speak with the educators about the variety of food options and the amounts required.
- Treat foods such as chips, cheezels, lollies, chocolate, popcorn (choking hazard) and nuts are inappropriate foods for pre-school.
- On an occasional basis, the pre-school will provide food that has been produced through food related experiences involving children. This may include healthy choice foods and if the occasion is suitable then 'sometimes' foods may be made.
- Our pre-school cares for children who are at risk of anaphylaxis and, as such, the care and well-being of all children is our priority. Therefore our staff retain the right to send certain food items home for the safety of all children at our centre. No nuts or nut products should be brought to kinder. This includes muesli bars containing nut products (including almond meal); food items that may contain traces of nuts; peanut butter; nutella; products cooked in nut oils; and whole nut products.

### DO NOT send these foods in your child's lunchbox

- Egg
- Nuts (any variety)

Other items may be added as allergens are known.



## HEALTH

Please do not send your child to pre-school if they show any sign of illness, regardless of how mild, even if the child wants to come anyway. An unwell child can easily spread diseases and also catch other infections if they are slightly unwell. If staff consider your child to be too ill to be at pre-school, you will be contacted to pick up your child immediately. If the child requires urgent medical attention, an ambulance will be called at the parent's expense (unless the child is listed on the family's Ambulance cover).

If your child is to be absent from pre-school due to illness or any other reason, please call 9874 5874 and let the teaching staff know.

There are certain regulations regarding a child's attendance at a school or pre-school if they have caught or been exposed to any infectious disease (see Dealing with Infectious Diseases Policy on the Pre-School website).

Head lice is common in pre-schools thus we ask you to inform the teaching staff if your child has contracted them. The best way to counter head lice is to inform all families immediately so that all children can be treated. Children with head lice are excluded from sessions until treatment has begun as this helps prevent the spread of the outbreak.

## SPECIAL DAYS / BIRTHDAYS

We celebrate all children's birthdays at pre-school (unless requested by the parent/guardian) so if parents wish they may send in a cake or treat on this occasion. If your child's birthday falls on a non-pre-school day we celebrate on the nearest pre-school day. You may also wish to roster yourself on Parent Duty on this day to help celebrate with the children.

Treat items may include a chocolate frog or cupcake per child - but please, no nut products or items containing traces of nuts. Other non-food items are a great alternative. Items such as a balloon, bubbles or stickers could also be provided to celebrate a special occasion. For further information, please refer to the Nutrition and Active Play Policy available on the Rangeview Pre-School website.

If your child is at risk of anaphylaxis or has other food related allergies it is recommended that families provide them with their own (named) treat box with suitable treat foods to have at pre-school.

Children often have birthday parties outside of pre-school hours. If you are inviting pre-school children to attend your child's party, please be considerate when handing out invitations. We ask parents to discreetly give out invitations to the parent/guardian of the child invited. This helps eliminate hurt feelings.

## EXCURSIONS, INCURSIONS & SERVICE EVENTS

Excursions, incursions and service events will take place throughout the year. These are a great opportunity for children to experience a range of learning opportunities in addition to the program. Parents are required to sign permission slips in order for their children to participate. In many cases parent helpers will be required for excursions to go ahead to meet the legal parent-child ratio. If there are insufficient parent helpers available to join a particular excursion, the event may be cancelled.

Please note that excursions and incursions will take place at the discretion of educators and the Committee of Management.

The cost of excursions, incursions and service events are included in the term fees.

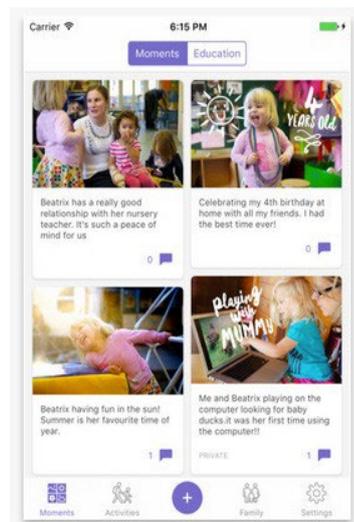


# GETTING INVOLVED & KEEPING IN TOUCH

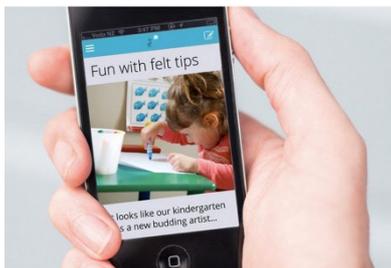
## STORYPARK

To document learning and aid communication between families and teachers, Rangeview Pre-School uses Storypark which is a secure, private cloud-based software tool. We use Storypark in four main ways:

- For teachers to share with parents and carers learning stories about activities that have taken place in kinder sessions;
- For teachers to make records of children's learning and development for the reflection, documenting and planning they do for each child and the group;
- For teachers and group representatives to keep parents updated about special events, incursions, excursions and group social activities;
- For the Pre-School committee to share information including about social events and fundraising activities for the whole kinder.



Rangeview parents have enjoyed receiving photos and updates through Storypark about what their children do at pre-school, especially whilst at work or when faced with the usual 'I can't remember what we did today.' The app is also an important social tool, used for conversations amongst parents, social activities and arranging community events. Even more importantly, it enables our teachers to more efficiently and effectively document our children's learning and development at pre-school.



### HOW DO I USE IT?

At the beginning of the pre-school year you will receive an invitation to install and use Storypark. You can use it on a computer, an iPhone, an Android device or a tablet. There is no charge or cost to you whatsoever. The app is secure and highly encrypted to ensure it is safe.

### WHAT ABOUT SECURITY & PRIVACY? WHO CAN SEE WHAT?

Your child's profile is entirely owned and controlled by you, forever, as the parent, even after you leave Rangeview Pre-School. You are the owners of all photos, video and content. This means parents can (and do) also use Storypark as a personal online private diary for their children, adding things like notes, stories, videos and drawings (you can even make a profile for other siblings that aren't yet at pre-school).

- You can share posts about your child with family members by inviting them to join Storypark and authorising them to see your child's profile.
- Teachers have access to your child's profile and can add learning stories and photos about him/her.

Often the teachers will post a learning story about an activity that the entire group took part in, along with some photos of the event. These are shared with all the families in the group including any family members who might have been invited. For this reason children are never identified in group photos. Rangeview Pre-School checks and reviews who is attached to each child's account to ensure only members of our extended Rangeview Pre-School community are part of our Storypark.

## STAY UP TO DATE

We believe that parent involvement in pre-school is important to a child's development and education and you can help us by:

- Taking up the opportunities offered to discuss your child/ren's progress or by organising a time with teachers outside of the session to discuss your child/ren's progress at pre-school or other questions you may have. This allows teachers to focus on the program and the children in session and provides you with their full attention outside of session.
- Looking at the whiteboards in the foyer. They may contain last minute notices.
- Discussing any problems concerning your child. Provide information about his/her behaviour at home or a change in home circumstances. We need to work as a partnership for the benefit of the child.
- Assisting us to implement our policies, rules and routines by modelling appropriate behaviours and actions, for example: wearing a hat during outside play, and using appropriate language.
- Regularly checking our communication platform Storypark for the latest photos, updates, kinder activities, special events, social activities and fundraising.
- The Rangeview Pre-School website – [www.rangeviewpreschool.vic.edu.au](http://www.rangeviewpreschool.vic.edu.au) – is a great source of information about the kinder, events and staff. Please check it regularly.
- In the foyer is a Parent Library that you are invited, and encouraged to, use. It contains books and leaflets on various aspects of child development, child illnesses and helpful information for common problems associated with child rearing.
- Easy instructions on how to go about borrowing books from our library are located in the parent library area of the foyer.
- Get the latest news by 'liking' us on Facebook. Due to changes to the way Facebook deals with organisation pages, to get our updates in your news feed you will need to make sure you tick any options to follow us, get notifications, include in news feed etc.

## PARENT REPRESENTATIVES

Each of the four groups – Willow, Jacaranda, Waratah and Banksia – has a parent volunteer as the group's representative to organise parent catch-ups and act as the central point of contact for the group.

They will distribute information from the pre-school and are a good point of contact for questions you may have about the pre-school; they can find out the answer or point you in the right direction of who is best to speak with. Please do not hesitate to approach your parent rep if you need assistance.

## THE DOOR IS ALWAYS OPEN

If you or your family have any spare time and would like to enjoy some of this time at pre-school you are always welcome here. Please drop in! Your time spent here is greatly valued and appreciated by the children and staff. There is a visitor sign-in book in the foyer that you must complete when you arrive.

## FAMILY PARTICIPATION



Over the year our teachers work in partnerships with families to link learning at home and pre-school and to plan for and enhance children's wellbeing, skills and knowledge. We will talk with you to ask for and share information about your child's learning, interests and experiences. If you have any queries or would like further information about your child's learning in the pre-school please approach one of your child's teachers to make a time to talk together, when the pre-school is not in session.

Children's learning involves a partnership between staff and families. You have an important role to play at Rangeview Pre-School. There are many ways you can get involved in your child's learning.

- **Be a special guest.** Arrange to visit your child's room to share something special about yourself, such as your occupation, your cultural background, or an interesting hobby. Your child will be proud to let everyone know you're their parent! Please chat to staff, they will be most willing to include you as part of the program and assist you in preparing and setting up.
- **Attend pre-school events.** Make a point of going to morning teas, pre-school picnics, art shows, working bees, fundraisers and other pre-school events - even ones your child isn't directly involved with. These events are a great way to meet staff members and other parents, and going together will help your child develop a stronger sense of belonging to the pre-school.
- Look for other opportunities to get to know the parents of your child's classmates. Don't be shy about introducing yourself and exchanging contact details. Other parents will be an invaluable support system during pre-school and beyond.

We look forward to getting to know all our families and encourage everyone to get involved wherever possible.



## PARENT ROSTER

During the term, you are encouraged to sign on to the roster as a parent helper for one or more sessions per term. This may involve helping the children during the session, supporting aspects of the program and assisting staff with transition periods such as snack/lunch time. This is an excellent opportunity to share a pre-school session with your child, to meet other children in the group and observe the educational program. Rosters are placed in the foyer for you to nominate a date and time that suits you. If you are unable to participate, another family member is more than welcome to attend. On the day, our educators will provide you with all the guidance you need.

Please note that the supervision of siblings who accompany their parents/guardians or carers (but who are not enrolled in the program) is the responsibility of the parents/guardians or carers while they are on the premises.

## WORKING BEES

Rangeview Pre-School conducts one working bee each term. Working bees are held to keep our running costs down through parents/families assisting with tasks and maintenance such as mowing lawns, gardening, and other minor repairs as required. They are also a wonderful opportunity to meet other families within the pre-school community. The working bees are co-ordinated by maintenance officers from the Committee of Management, and at each working bee a list of tasks is provided.

## LAUNDRY DUTY

Each week families will be asked to take home their child's hand towel home for washing, to be returned the following week for their child's session.



## DON'T THROW IT AWAY

Many items we use for craft are quite expensive to buy. The materials which are thrown away by yourself or the business you may be connected with are often of use at pre-school. We welcome any assistance in the supply of the materials listed below:

- Plain or coloured paper or cardboard (not too small)
- Boxes - eg. Cereal, toothpaste, dried fruit etc - not detergent or soap, or anything containing nuts or nut products
- Cardboard cylinders
- Thread - string, wool
- Soft wood for carpentry
- Wood off-cuts
- Buttons
- Corks
- Ribbon
- Hessian
- Nails - all sizes
- Cards - Christmas and birthday
- Cotton wool
- Foam food trays (consider food contents and avoid potential high allergy foods)
- Scrap paper
- Seeds
- Tinsel
- Cones from inside knitting wool
- Paper doilies
- Natural materials (leaves, sticks, gumnuts etc)

For health and safety reasons, no toilet rolls or egg cartons please. Additionally we can use old keyboards, laptops, small radios or machines such as printers for the children to take apart, which is a great and popular activity for fine motor skills and strength. If you have anything else that you think may be useful, please ask us - we can usually find a use for most things!



## FINDING OUT MORE

### IF YOU NEED TO LEAVE THE PRE-SCHOOL

If you wish to withdraw your child from the Pre-School, or for another reason cease permanently to attend, you must advise the Secretary in writing, citing the date on which

you wish this to take effect. You must give one month's notice and the notification may be sent to [secretary@rangeviewpreschool.vic.edu.au](mailto:secretary@rangeviewpreschool.vic.edu.au).

## HOW WE DO THINGS: POLICIES & PROCEDURES

Rangeview Pre-School has a range of policies that spell out in detail how we manage everything from fees to privacy and confidentiality to a range of medical situations. The following is a list of all of these policies, which are available in full on the Rangeview Pre-School website [www.rangeviewpreschool.vic.edu.au](http://www.rangeviewpreschool.vic.edu.au) as well as in hard copy in the foyer of the pre-school. We recommend our families become familiar with these.

- Acceptance & Refusal of Authorisations Policy
- Administration of First Aid Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Child Safe Environment Policy
- Code of Conduct Policy
- Complaints & Grievances Policy
- Curriculum Development Policy
- Dealing with Infectious Diseases Policy
- Dealing with Medical Conditions Policy
- Delivery and Collection of Children Policy
- Delivery & Collection of Children (BK)
- Determining Responsible Person Policy
- Diabetes Policy
- Dog Awareness (BK)
- Emergency & Evacuation Policy
- Emergency Evacuation (BK)
- Enrolment & Orientation Policy
- Environmental Sustainability Policy
- Epilepsy Policy
- Excursions, Incursions and Service Events Policy (BK)
- Extreme Weather (BK)
- Fauna & Flora Awareness (BK)
- Fees Policy 2021
- Free Kindergarten Fees Policy
- Food Safety Policy

- Governance & Management of the Service Policy
- Gumnuts Policy
- Mandatory Covid-19 Vaccination Policy
- Hygiene Policy
- Identification & Visibility (BK)
- Incident Injury Trauma & Illness Policy
- Inclusion & Equity Policy
- Information & Communication Technology Policy
- Interactions with Children Policy
- Nutrition Policy
- Occupational Health & Safety Policy
- Participation of Volunteers & Students Policy
- Play Benefit & Risk (BK)
- Privacy & Confidentiality Policy
- Procedures – Loss of Critical Functions Policy
- Protective Clothing (BK)
- Relaxation & Sleep Policy
- Road Safety & Safe Transport Policy (BK)
- Snake Awareness (BK)
- Staffing Policy
- Stranger Awareness (BK)
- Supervision of Children (BK)
- Sun Protection Policy (BK)
- Tobacco Alcohol and Other Drugs Policy
- Water Safety Policy (BK)



## CONTACT US

We're pleased to have you as part of our Rangeview Pre-School community and we hope your time with us is enjoyable and rewarding.

If you have any further queries please ask your child's teacher, your parent representative or use the details below. You may also like to visit the Rangeview Pre-School website.

Address: 3 Rupert Street, Mitcham, Victoria, 3132

Telephone: 9874 5874

Mobile: 0437 840 023

Email: [rangeviewpreschool@bigpond.com.au](mailto:rangeviewpreschool@bigpond.com.au)

Website: [www.rangeviewpreschool.vic.edu.au](http://www.rangeviewpreschool.vic.edu.au)

Facebook: <https://www.facebook.com/rangeviewpreschool/>

Director & Three Year Old Teacher:	<a href="mailto:director@rangeviewpreschool.vic.edu.au">director@rangeviewpreschool.vic.edu.au</a> <a href="mailto:jing.zhang@rangeviewpreschool.vic.edu.au">jing.zhang@rangeviewpreschool.vic.edu.au</a>
Four Year Old Teachers:	<a href="mailto:andrea.mccurdy@rangeviewpreschool.vic.edu.au">andrea.mccurdy@rangeviewpreschool.vic.edu.au</a> <a href="mailto:annamaria.bingham@rangeviewpreschool.vic.edu.au">annamaria.bingham@rangeviewpreschool.vic.edu.au</a> <a href="mailto:tracy.beckter@rangeviewpreschool.vic.edu.au">tracy.beckter@rangeviewpreschool.vic.edu.au</a>
President:	<a href="mailto:president@rangeviewpreschool.vic.edu.au">president@rangeviewpreschool.vic.edu.au</a>
Secretary:	<a href="mailto:secretary@rangeviewpreschool.vic.edu.au">secretary@rangeviewpreschool.vic.edu.au</a> If you need to update contact or other details, formally withdraw your child or contact anyone else at the pre-school.
Treasurer:	<a href="mailto:treasurer@rangeviewpreschool.vic.edu.au">treasurer@rangeviewpreschool.vic.edu.au</a> For enquiries about fees, invoices, refunds and other payments
Bank details for fee payments:	Account Name: Rangeview Preschool BSB: 704 191 Acc No: 159814

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