

Enrolment Procedures and Orientation

All relevant Enrolment Forms must be completed prior to your child/children commencing care. It is the responsibility of the family to ensure that their child/children's Enrolment Forms are current and up to date. Upon Enrolment families are required to present children's Immunisation Records.

No jab, no play: More information about 'No jab, no play' including questions and answers are available through the Department of Health and Human Services. Enrolment procedures include payment of fees in advance. An orientation program will be designed to assist each individual child to settle into the Centre, this program is developed in partnership with family members and staff. *All bookings are charged for. A full 3 week notice period is required to change, alter or cancel bookings.*

Releasing children from the service

Children will not be released to anyone other than those previously authorised by the parents/adult guardians on the Enrolment Form. The service must be notified if someone other than those nominated are collecting child/children and photo identification must be presented.

Late pick up

If children are not collected on time, staff will transition them to the Long Day Care program. Parents will incur any additional costs associated with this program. *The late fine is \$30.00 per 15 minutes or part thereof. The late fine is charged and CCB is not applied.*

Accident and Medication Book

Staff will notify a parent/adult guardian in a timely manner if children are involved in an accident or incident. Staff will complete the appropriate reports for a parent/adult guardian or guardian to sign upon arrival. If your child requires medication, the appropriate forms must be completed and signed when the child is collected.

DO NOT leave any medications in your child's bag. *If your child suffers from Asthma or Anaphylaxis a medical practitioner must complete the appropriate management form, all medications must be within the written expiry date and all prescription medications must be with the child's full name.*



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Kindergarten



Exceeding Rating in all 7 Quality Areas

What is an integrated service?

Laverton Community Children's Centre provides an integrated service model that supports affordability, accessibility and flexible care to members of our community. The environment we provide delivers a variety of quality, safe and "play-based" learning experiences for all children. The Kindergarten program is supported by a range of child and family services including Maternal Child Health Nurse, Laverton Community Centre and Neighbourhood House, Laverton Education Centre and the Preschool Field Officer. We encourage families to access these services. The foyer area contains a range of external services that are available within the municipality.

What is a Kindergarten program?

An integrated kindergarten program is specifically designed for children aged 4 years and over. The main outcomes of the kindergarten program is to help children to become an effective learner as they develop and extend their communication skills, build their self-confidence and social skills, learn to be creative, and develop skills that assist them with reading, writing, independent thinking, and mathematics. This program can be accessed as either a sessional program or as an extended hour's program with access to Long Day Care.

Session Times

Group 1
Monday & Tuesday 8:30am - 3:00pm
Wednesday 8:30am - 11:30am

Group 2
Wednesday 1:00pm - 4:00pm
Thursday & Friday 8:30am - 3:00pm

Fee Schedule **Term Fee - \$430.00 (2018)**

Families may be eligible for the State Government Concession, for eligibility details please see office staff. Families accessing the funded kindergarten program are also able to book permanent places in the Long Day Care program. Children attending Long Day Care have access to care during the term breaks. Casual bookings may also be available.

- *Families are required to pay term fees in advance. Positions will not be carried into the next term without full fee payment.*
- *Families must present any/all concession cards for fee reduction. All cards must be signed and current.*

What to bring to Kinder

Please ensure that your child's bag contains a change of clothes and clothing that is appropriate for the weather conditions. Children will have access to the outdoors as part of their program and it is essential that they have access to clothing that is comfortable and promotes independent dressing and toileting.

Children attending as "sessional" are required to bring a piece of fruit to share and also their healthy lunch. Please provide lunches in appropriate containers that are easy for the children to open and close. Families are encouraged to bring foods that are listed in the foyer outside the kindergarten, as part of our healthy eating program.

Children attending as "extended hours" have their food provided.

Kindergarten Family Participation

Parents are encouraged to participate in kinder sessions. Family members who wish to spend time in the program and participate in their child's kinder learning are most welcome. This is a unique opportunity to spend time in the educational program prior to school. A family roster is available next to the sign in sheet, families can write their availability well in advance to ensure each session has an active participant to assist in the program.

As we are an approved "Sun Smart" centre, all children must have a wide brimmed or legionnaires hat for outdoor play. Children who require particular sunscreen due to allergy or skin sensitivity are required to bring their own sunscreen and leave it at the Kindergarten. Children should be encouraged to wear sunglasses when outdoors to protect their eyes from sun glare.

Action Management Plan & Communication and risk Management Plan

Children requiring particular medical treatment or Action Management Plan must provide relevant documentation to the office prior to commencement i.e. Asthma Management Plan and Anaphylaxis Management Plan, Allergy Action Plan. All Plans must be signed & stamped by a medical practitioner and appropriate medications remain at the service. All Action Plans must be submitted and checked by Office staff. Medication (in date) must be in the building when the child attends any/all educational programs.

- *All Action Plans are available at the Office.*

Security Codes

All families will receive an entry code prior to commencement.