



Parent Information Booklet

15 Lyndarum Drive
Epping, Vic, 3076
Telephone: 8405 3227



EPPING VIEWS KINDERGARTEN

OUR PHILOSOPHY

At Epping Views Kindergarten, we highly value honest and open communication between staff, children and their families. We highly regard the connection and involvement we have with a range of different community groups and organisations, including Whittlesea Council, Child and Maternal Health, Epping Views Primary School and local businesses and services, as well as families of the children in our care. We believe staff, children and families should experience a positive and inclusive environment of respect and trust, regardless of their differences. We use the Victorian Early Years Framework and the National Quality Framework to guide our planning and program implementation. Everyone has the right to a warm, caring environment that is safe, secure and hygienic. It is important that children are engaged in their learning through a range of indoor and outdoor play and learning experiences.

What is our shared understanding? What are our common goals?

At Epping Views Kindergarten we strive to provide a learning environment where children are free to learn, develop, play, grow, feel happy, safe and secure and gain confidence. Our purpose is for children to have fun, learn life skills, gain independence, build relationships with each other and be the best they can be.

We aim to:

- Create a sense of belonging where all children, families and staff feel welcome and supported in the learning environment
- Provide a high quality education for children, fostering learning and development and building a strong foundation in Literacy, Numeracy, Science and Digital Learning
- Prepare children for the next stage of their formal education at primary school, through strong links with Epping Views Primary School and our transition program
- Spark and direct children's curiosity, creativity and natural love of learning, building a strong sense of self esteem in each child
- Promote healthy eating and active lifestyles that are continued throughout each child's life
- Plan programs using input from staff, children and families and reflect and evaluate our practices and programs
- Build knowledge about and establish a sustainable environment that is transferred into each child's everyday life
- Utilise the indoor and outdoor learning spaces in a connected way to enhance the learning of our children and provide them with choices about their experiences
- Cater for the needs of each individual child and ensure they are provided with opportunities to achieve a high level of success, celebrating new attempts as well as learning new skills. We will work collaboratively with local community, Allied Health and support services
- Work together as a positive and supportive staff team, collaboratively planning high quality learning experiences for children and reflecting on our practice to ensure continuous improvement
- Build upon children's understandings of diversity, specifically Aboriginal and Torres Strait Islander cultures through embedded practices of exploration, promotion and celebration
- Build upon children's sense of agency through awareness of their needs and rights of others within the kinder community
- Actively involving and encouraging our parent community in participating in kinder events, fundraising, parent partnership and well being

At Epping Views Kindergarten, we ask our staff, children and families to show the values of:

Acceptance: Accepting others as they are, regardless of differences

Belonging: Having a sense of belonging to the group and community

Caring: Feeling and showing concern and empathy for others

Respect: Showing consideration to other people and property, treating others how we would like to be treated

OUR COMMITMENT TO CHILD SAFETY

At Epping Views Kindergarten, we are deeply committed to fostering a safe, inclusive, and nurturing environment where every child, family, educator, and volunteer feels welcomed and valued. We embrace and celebrate all cultural backgrounds, of our community, and we are dedicated to acknowledging and supporting the unique needs of children and families with disabilities and from linguistically diverse backgrounds.

Our educators are devoted to listening to the voices of children, families, and the wider community, and we strive to empower children by incorporating their feelings, thoughts, and ideas into our kindergarten program. We believe in the importance of mutual respect, understanding, and the recognition of each individual's uniqueness. We work together to create an environment that promotes a sense of belonging, acceptance, and trust.

At Epping Views Kindergarten, we encourage children to take risks, explore their creativity, and develop a deep appreciation for nature and sustainability. We are committed to fostering positive relationships and a strong sense of community, and we actively engage with parents and the broader community through events, partnerships, and initiatives that support the wellbeing of all.

We honour the rich heritage of the First Nations people and acknowledge the Wurundjeri Willum clan as the traditional custodians of the land on which we play and learn. Our commitment is to ensure that every child feels heard, valued, and empowered to make confident decisions, knowing their rights and opinions are respected.

<https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/>

All Early Childhood teachers are registered with the Victorian Institute of Teaching and mandated reporters of child abuse. At Epping Views Kindergarten all educators complete online modules each year which will provide them with information about their roles and responsibilities for protecting children and provide specific advice on how to identify, respond to and report concerns regarding children at risk of abuse or neglect.

If teachers feel that a child is at risk of abuse they must report their concerns to DHS Child Protection, Commission of Children and Young and Persons (CCYP), Child First or the Victorian Police.

The types of abuse that staff are to report on:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Medical neglect
- Family violence

All children have the right to feel safe and receive loving care and support. We recognise that the best way to protect children is to prevent child abuse and neglect from occurring in the first place.

PROTECTING CHILDREN IS EVERYONE'S RESPONSIBILITY.

OUR PROGRAM

Epping Views Kindergarten is committed to providing a high level of education and learning experiences in a safe and nurturing environment. The teachers will spend a large amount of time planning the children's program in order to incorporate all of the goals and activities needed before your child starts school.

Our kinder program provides a range of indoor and outdoor activities that are suitable for 3 and 4 year old children. The activities that will be planned will cater for interest and to challenge each child. The activities will provide many opportunities to develop the child's physical, social, emotional, intellectual and creative skills.

Children learn through play which allows them to develop skills at their own rate as they explore and experiment with equipment, materials and ideas as well as how they interact with others.

LIBRARY

At Epping Views Kindergarten children are given the opportunity to participate in our library borrowing program. Each week children select a book from our onsite library and take it home to enjoy with their family. To participate in our library program, your child must have a library bag to ensure books are kept safe. If you require suggestions of where to purchase book bags please let us know.

NATURE KINDER

We run a nature kinder program for our four year old groups. Each group will visit Epping North Conversation Reserve, our nature kinder site for two – three sessions per term for approximately one hour in length. The children participate in bug hunts, tee pee making, bush walking, wild life watching and nature crafts.

TERM DATES FOR 2025

- Term 1 29th January – 4th April (Children commence from the 30th January)
- Term 2 22nd April – 4th July
- Term 3 21st July – 19th September
- Term 4 6th October – 19th December

DAYS AND SESSION TIMES

Three Year Old Kindergarten

Three year old kinder sessions run three days a week. There are two groups that will come for a total of 10 hours per week.

Joey Group

Monday: 8:30am – 12:00pm

Tuesday: 1:30pm – 4:30pm

Wednesday: 8:30am – 12:00pm

Possum Group

Wednesday: 1:30pm – 4:30pm

Thursday: 1:30pm – 4:30pm

Friday: 8:30am – 12:30pm

Four Year Old Kindergarten

Four year old kinder sessions run four days a week. There are three groups that will come for a total of 15 hours per week.

Echidna

Monday: 8:30am – 12:30pm

Tuesday: 1:00pm – 4:30pm

Thursday: 1:00pm – 4:30pm

Friday: 8:30am – 12:30pm

Wombat & Koala

Monday: 1:00pm – 4:30pm

Tuesday: 8:30am – 12:30pm

Thursday: 8:30am – 12:30pm

Friday: 1:00pm – 4:30pm

STAGGERED SESSION TIMES

THREE YEAR OLD KINDERGARTEN

To assist the children to settle into kindergarten, we have planned a staggered timetable. This enables us to work with the children in smaller groups and ensures that we are able to make accurate observations. It gives us a chance to form new relationships between the children and ourselves.

Smaller groups will enable your child to settle in sooner as they are able to gain confidence with fewer children around. It is important for your child to experience saying “goodbye” and to know that they will see you again soon. We appreciate that the initial timetable may be inconvenient, but we believe that in the long term it is beneficial. Thank you for your cooperation.

Staggered Timetable for Joey Group A

Day	Week 1 27th Jan - 31st Jan	Week 2 3rd Feb - 7th Feb	Week 3 10th Feb - 14th Feb Full Time
Monday	NO KINDER ON THIS DAY	8:30am – 10:00am	8:30am – 12:00pm
Tuesday	NO KINDER ON THIS DAY	1:00pm – 2:30pm	1:30pm – 4:30pm
Wednesday	NO KINDER ON THIS DAY	8:30am – 10:00am	8:30am – 12:00 pm

Staggered Timetable for Joey Group B

Day	Week 1 27th Jan - 31st Jan	Week 2 3rd Feb - 7th Feb	Week 3 10th Feb - 14th Feb Full Time
Monday	NO KINDER ON THIS DAY	10:30am – 12:00pm	8:30am – 12:00pm
Tuesday	NO KINDER ON THIS DAY	3:00pm – 4:30pm	1:30pm – 4:30pm
Wednesday	NO KINDER ON THIS DAY	10:30am – 12:00pm	8:30am – 12:00pm

STAGGERED SESSION TIMES THREE YEAR OLD KINDERGARTEN

Staggered Timetable for Possum Group A

Day	Week 1 27th Jan - 31st Jan	Week 2 3rd Feb - 7th Feb	Week 3 10th Feb - 14th Feb Full Time
Wednesday	NO KINDER ON THIS DAY	1:00pm – 2:30pm	1:30pm – 4:30pm
Thursday	NO KINDER ON THIS DAY	1:00pm – 2:30pm	1:30pm – 4:30pm
Friday	8:30am – 10:00am	8:30am – 10:00am	8:30am – 12:30pm

Staggered Timetable for Possum Group B

Day	Week 1 27th Jan - 31st Jan	Week 2 3rd Feb - 7th Feb	Week 3 10th Feb - 14th Feb Full Time
Wednesday	NO KINDER ON THIS DAY	3:00pm – 4:30pm	1:30pm – 4:30pm
Thursday	NO KINDER ON THIS DAY	3:00pm– 4:30pm	1:30pm –4:30pm
Friday	10:30am –12:00pm	10:30am-12:00pm	8:30am –12:30pm

STAGGERED SESSION TIMES FOUR YEAR OLD KINDERGARTEN

Staggered Timetable for Echidna Group A

Day	Week 1 27th Jan - 31st Jan	Week 2 3rd Feb - 7th Feb	Week 3 10th Feb - 14th Feb Full Time
Monday	NO KINDER ON THIS DAY	8:30am – 10:00am	8:30am - 12:30pm
Tuesday	NO KINDER ON THIS DAY	1:00pm – 2:30pm	1:00pm -4:30pm
Wednesday	NO KINDER ON THIS DAY		
Thursday	1:00pm –2:30pm	1:00pm –2:30pm	1:00pm - 4:30pm
Friday	8:30am – 10:00am	8:30am –10:00am	8:30am - 12:30pm

Staggered Timetable for Echidna Group B

Day	Week 1 27th Jan - 31st Jan	Week 2 3rd Feb - 7th Feb	Week 3 10th Feb - 14th Feb Full Time
Monday	NO KINDER ON THIS DAY	10:30am – 12:00pm	8:30am - 12:30pm
Tuesday	NO KINDER ON THIS DAY	3:00pm – 4:30pm	1:00pm - 4:30pm
Wednesday	NO KINDER ON THIS DAY		
Thursday	3:00pm – 4:30pm	3:00pm – 4:30pm	1:00pm - 4:30pm
Friday	10:30am – 12:00pm	10:30am – 12:00pm	8:30am - 12:30pm

Staggered Timetable for Koala Group A

Day	Week 1 27th Jan - 31st Jan	Week 2 3rd Feb - 7th Feb	Week 3 10th Feb - 14th Feb Full Time
Monday	NO KINDER ON THIS DAY	1:00pm – 2:30pm	1:00pm - 4:30pm
Tuesday	NO KINDER ON THIS DAY	8:30am – 10:00am	8:30am -12:30pm
Wednesday	NO KINDER ON THIS DAY		
Thursday	8:30am – 10:00am	8:30am –10:00am	8:30am - 12:30pm
Friday	1:00pm – 2:30pm	1:00pm – 2:30pm	1:00pm - 4:30pm

Staggered Timetable for Koala Group B

Day	Week 1 27th Jan - 31st Jan	Week 2 3rd Feb - 7th Feb	Week 3 10th Feb - 14th Feb Full Time
Monday	NO KINDER ON THIS DAY	3:00pm – 4:30pm	1:00pm - 4:30pm
Tuesday	NO KINDER ON THIS DAY	10:30am – 12:00pm	8:30am - 12:30pm
Wednesday	NO KINDER ON THIS DAY		
Thursday	10:30am – 12:00pm	10:30am – 12:00pm	8:30am -12:30pm
Friday	3:00pm –4:30pm	3:00pm – 4:30pm	1:00pm - 4:30pm

Staggered Timetable for Wombat Group A

Day	Week 1 27th Jan - 31st Jan	Week 2 3rd Feb - 7th Feb	Week 3 10th Feb - 14th Feb Full Time
Monday	NO KINDER ON THIS DAY	1:00pm – 2:30pm	1:00pm - 4:30pm
Tuesday	NO KINDER ON THIS DAY	8:30am – 10:00am	8:30am -12:30pm
Wednesday	NO KINDER ON THIS DAY		
Thursday	8:30am – 10:00am	8:30am –10:00am	8:30am - 12:30pm
Friday	1:00pm – 2:30pm	1:00pm – 2:30pm	1:00pm - 4:30pm

Staggered Timetable for Wombat Group B

Day	Week 1 27th Jan - 31st Jan	Week 2 3rd Feb - 7th Feb	Week 3 10th Feb - 14th Feb Full Time
Monday	NO KINDER ON THIS DAY	3:00pm – 4:30pm	1:00pm - 4:30pm
Tuesday	NO KINDER ON THIS DAY	10:30am – 12:00pm	8:30am - 12:30pm
Wednesday	NO KINDER ON THIS DAY		
Thursday	10:30am – 12:00pm	10:30am – 12:00pm	8:30am -12:30pm
Friday	3:00pm –4:30pm	3:00pm – 4:30pm	1:00pm - 4:30pm

OUR TEAM

We have four qualified teachers for Epping Views Kindergarten. These teachers are responsible for the children, their safety, wellbeing and the program at Epping Views Kindergarten.

Each teacher is given preparation sessions where they are not involved with the children. This time is used to meet with other colleagues, organise the program, the kinder room, write observations and reports, prepare equipment and activities. This is an ideal time to discuss any areas of concern with your child's teacher. Please ensure you make contact with your child's teacher, so an appropriate time can be organised to discuss further. It is best to discuss any queries or concerns together, so that we can all support each other and continue to strengthen our partnership.

ADMINISTRATION

Renee Zigic – Kinder Manager

Casey Gordon – Second in charge

Renee Ferretti – Administration Assistant

The teachers and assistants who teach at Epping Views Kindergarten are:

Three Year Old Kindergarten

Possum – Alan (Teacher), Cara (Assistant), Deqa (Assistant), Courtney (Assistant) – Room 1

Joey – Catherine (Teacher), Div (Assistant), Courtney (Assistant) – Room 1

Four Year Old Kindergarten

Koala – Alan (Teacher), Cara (Assistant), Priti (Assistant) – Room 2

Wombat – Catherine (Teacher), Div (Assistant), Jess (Assistant) – Room 1

Echidna – Amanda (Teacher), Priti (Assistant), Jess (Assistant) – Room 2

All teachers and educators at Epping Views Kindergarten have the following yearly training

- First Aid
- Anaphylaxis/Asthma
- Child Safe Training
- Mandatory Reporting

As well as participate in various professional development throughout the year the supports knowledge of children's development and needs.

EPPING VIEWS PRIMARY SCHOOL COUNCIL

Epping Views Kindergarten is managed and licensed by Epping Views Primary School Council.

School councils play a key role in Victorian government schools. Participating as a school council member is a rewarding and challenging experience. The school council supports the principal to provide the best possible educational outcomes for students.

Our school council consists of 12 members and comprises three categories of membership:

- 6 mandated elected parent category.
- 4 mandated elected Department employee category (the principal is automatically one of these members).
- 2 optional community member category. Members of this category are appointed by a decision of school council because of their capacity to assist the work of the council. They may have special skills, interests or experiences or they may provide the perspective of the parent club and/or the student body.

A school council operates within the legal framework of the Education and Training Reform Act 2006, the Education and Training Reform Regulations 2007 and the individual school council's constituting order. The constituting order is an order of the Minister for Education, which specifies the membership size and configuration of the particular school council, its objectives, powers, functions and accountabilities, and the role of the executive officer.

A school council's objectives are to:

- assist in the efficient governance of the school.
- ensure that its decisions affecting students of the school are made having regard, as a primary consideration, to the best interests of the students.
- enhance the educational opportunities of the students.
- ensuring all money coming into the school is properly expended for purposes related to the school.
- informing itself of, and taking into account, any views of the school community for the purpose of making decisions in regard to the school and its students.
- ensuring that an annual report relating to financial activities and the school's strategic plan is published and made available to the school community.
- stimulating interest in the school in the wider community.

A school council's functions include:

- establishing the broad direction and vision of the school.
- developing, reviewing and updating the policies of the school.
- arranging for the supply of goods, services, facilities, materials and equipment that are required for the conduct of the school, including the provision of preschool programs
- raising funds for school related purposes.
- regulating and facilitating the after-hours use of school premises and grounds.
- exercising a general oversight of the buildings and grounds and ensuring that they are kept in good order and condition.
- providing for cleaning and sanitary services necessary for the school.

The School Council meets at least twice each term on the third Tuesday of each month.

Meetings commence at 6.00pm and finish no later than 8.30pm unless agreed by the School Council.

ROLE OF PARENTS

Parents are encouraged to spend time at the kindergarten. We ask that parents participate in the parent helper roster. This gives parents the chance to spend time with your child and to observe your child at kindergarten and with other children. We would love to see Mums, Dads, Aunts, Grandparents, etc, at our kindergarten joining in with the fun.

As parents are so important to the child, it is beneficial and enjoyable for parents to be involved in their children's education and interests. Parents can also be involved in Epping Views Kindergarten by joining the Fundraising Committee.

FUNDRAISING COMMITTEE

The Fundraising Committee of Epping Views Kindergarten is a voluntary committee. It is for a 12 month period. The committee represents parents and is responsible for raising funds to go back into purchasing items for the kindergarten.

The committee will meet with Kindergarten staff to discuss plans, present any reports and share achievements. This is a good opportunity to be involved in your child's education and is an excellent avenue for meeting other parents.

Government funding for kindergartens does not sufficiently cover all costs required for a kindergarten to operate and provide ongoing educational activities for our children. In previous years some of our fundraising activities were:

- Picture Plates
- Pie Drive
- Market Days
- Photos
- Bunnings Sausage Sizzle

Information about joining our fundraising committee will be in our first newsletter.

LATE PICK UP OF CHILDREN

Regulations require a minimum of three staff members to be present at the kindergarten when the children are in attendance. This means that if a child is not collected on time, the kindergarten must employ and pay for the assistant to remain in attendance with the teacher.

It is most important that your child arrives and departs the kindergarten on time. This is part of establishing a routine required later when they go to school. Please give us a courtesy phone call if you know that you are going to be unavoidably delayed, even a few minutes can be distressing for a child who is late to arrive or last to leave.

During the day many of our educators work across two groups, late pick up results in our educators missing out on lunch breaks and team meetings between their next sessions.

CLOTHING

Uniform items, t shirts and jumpers that are available for sale so that your child does not come to kindergarten in their good clothes. Children are encouraged to wear art smocks that are provided by the kindergarten for activities such as painting. We also recommend that you do not send your child in their best clothes and send them in something that the paint will wash out of if there is an accident.

Your child must wear sturdy and enclosed footwear. From September until May your child is required to wear a hat, that is either a wide brimmed or legionnaire hat, that is clearly named, which should remain in your child's bag and come to kindergarten each session.

Please label all clothing, drink bottles and lunch containers. Outdoor play is an important part of our program, so please provide warm clothing in winter and appropriate clothing in summer that is SunSmart. No thin straps please. We recommend that you pack a change of clothing in your child's bag, especially underwear. Children usually prefer to wear their own clothes after an accident.

What to bring to Kindergarten

There are several items your child may need at kindergarten each day. Please label your child's belongings such as sunhats, bags and clothing.

Children will be required to bring -

- **Backpack** large enough to fit all their belongings in
- **Warm coats** for cold days
- **Change of clothes** in case of toileting accident or wet from water play
- **Sunhat** for SunSmart weather (September 1st to April 30th)
- **Drink bottle** with water only
- **Snack box** with snack items (this is a snack break with children stopping for 15-20 minutes) Please ensure your child is able to open and close their lunch box independently.
- **Nappies and Wipes** (if applicable to your child)

FOOD

This kindergarten is a “nut and egg free” kindergarten as we have children with life threatening allergies to nuts and eggs.

The children are to bring a drink bottle of water only to kindergarten with a lunchbox with “nude” food only – no packaging. We are trying to establish healthy eating habits in our young children. We are limiting the foods you can send with your child in their lunchbox.

LUNCH BOX IDEAS Sandwiches With fillings such as cold meats, cheese slices, cheese spread, tomatoes, cucumbers, beetroot, butter, vegemite, jam. Fruit Fresh fruits Dried fruit (provided it isn't mixed with any type of nuts) Natural fruit purees Fresh Vegetables Capsicum slices, cucumbers, cherry tomatoes, celery sticks-	Rice Crackers/corn crackers Yoghurt Yoghurt balls Yoghurt apricots and yoghurt clusters (provided that they are not mixed with nuts) pouches of yoghurt. Cheese sticks Antipasto Olives, kabana, kabana twigs
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NO NUTS, EGGS, POPCORN OR CHOCOLATE

We are seeking your cooperation and any foods that are not appropriate or in packaging we will be sending home.

BIRTHDAYS

When it is your child's birthday we ask that you do not send in any lolly bags or food to share with the other children. We suggest that if you would like your child to hand something to each child in their group that you could bring bubbles, pencils, a car, hair ties, notebook, stickers, etc.

HEALTH AND ABSENCE

If your child is unwell, he or she should be kept at home. Please telephone or email renee.ferretti@education.vic.gov.au, if your child has an infectious disease (e.g. gastro, mumps, measles, COVID). You will be informed how long the regulation states he/she is required to be absent from kindergarten. In an emergency or illness at the kindergarten, the staff will make every effort to contact you immediately and if required, will also contact the local doctors or ambulance service.

Children must be **SYMPTOM FREE** for **72 hours** after the last attack of the following symptoms:

- Diarrhoea
- Upset stomach or vomiting
- Cold or flu symptoms
- Fever
- Eye/nose mucus
- Cold sores/ Body sores
- Sore throat
- Difficulties breathing/coughing

MEDICATION/ACCIDENTS

Parents are required to provide requests in writing when administration of medication is, or may be, necessary. Should an accident occur parents will be asked to sign an accident form.

ACTION PLANS

Children who have existing medical conditions require a Medical Management Plan before starting kindergarten. A child's Medical Management Plan will be displayed in a prominent location within the kindergarten. This will enable educators to attend to a child's medical needs in an informed and efficient manner if the need arises. **Completed medication forms will be required before a child commences kindergarten.** This includes a doctors medical management plan, risk assessment document and signed communication document. Educators will guide parents and carers with the required completion of medication records.

VACCINATIONS

From 1st January 2016, the Department of Health's 'No Jab, No Play' legislation came into effect. This legislation requires children enrolled in early childhood services to be fully vaccinated for protection against diphtheria, tetanus, whooping cough (pertussis), polio, pneumococcal disease, meningococcal disease, hepatitis B, haemophilus influenza type b, chicken pox (varicella), measles, mumps and rubella (German measles).

Prior to commencing kindergarten, evidence must be provided to the kindergarten that your child is:

- Fully immunised for their age and all appropriate documentation provided to the kindergarten from Medicare

'Conscientious objection' is not an exemption under the 'No Jab, No Play' legislation. More information on the 'No Jab, No Play' can be found at: <http://www.health-vic.gov.au/immunisation/factsheets/no-jab-no-play.htm>

INCURSIONS AND EXCURSIONS

Through the year, Epping Views Kindergarten hosts a variety of incursions that complement our program. These incursions include visits from Melbourne Museum, Wild Action Zoo, Puppet Shows and much more. All incursions at Epping Views Kindergarten are included at no additional charge.

Excursion/service event charges: An additional charge required to meet the cost of special events or excursions that occur in response to emerging children's program needs. Events that are planned ahead and are included as an expenditure item in the service's budget do not incur this additional charge.

Each year Epping Views Kindergarten visits Bundoora Farm. This excursion may have a cost due to the Government changes with free kindergarten.

NEWSLETTER

A kindergarten newsletter will be produced on a regular basis and will also contain upcoming events in addition to reports from School Council, the Fundraising Committee or the teachers. Information will be posted electronically and on the Compass App, Facebook and Kindergarten webpage.

COMPASS

All coming events will be published on Compass. This is an important means of communicating events and information to you.

It is the parent's responsibility to continually keep checking Compass to ensure that their child does not miss out on any events.

We recommend turning on Compass notifications on your phone settings to receive alerts from the Compass app.

POLICIES

Epping Views Kindergarten has a number of policies that are a guide to the management. Policies are available in the kindergarten foyer, kindergarten website or by using our QR code.



PORTFOLIOS

Each child at Epping Views Kindergarten has their own individual portfolio which is available to parents to look through in the kinder room. They include samples of work, assessment pieces, photographs and special events. These portfolios will be sent home through the year, seeking feedback from you and your child.

FLOOR BOOK JOURNAL

All groups use a floor book journal to document and evaluate the learning, activities, experiences and interests of the children throughout the year. This is updated throughout the term and provides a visual record of the group's interest.

TOILET ACCIDENTS/TRAINING

As the children are very young it is not unusual for a child to have an "accident". It is important to have clothes that your child can manage easily. Please keep a change of clothes in your child's bag as the children are often less distressed if they have their own clothes to wear.

It is not an expectation that all children are to be toilet trained before they come to Epping Views Kindergarten. We are happy to work with you to help train your child. We ask if your child is not toilet trained that you supply your own nappies, wipes and disposable bags.

COMPLAINTS

Where the conduct of any person within the kindergarten causes concern regarding the care, protection and safety of any child of any matter, parents are encouraged to speak firstly with your child's teachers, then to the Epping Views Kindergarten Manager or the Epping Views Primary School Principal who will follow the procedure in dealing with a complaint.

EMERGENCY EVACUATION PROCEDURES

Children will be taught how to evacuate the building in an emergency according to our evacuation procedures and plans. Emergency evacuations will be practised each term with a different procedure and evacuation point.

We look forward to creating wonderful memories and building a strong partnership with your child and family whilst attending Epping Views Kindergarten.