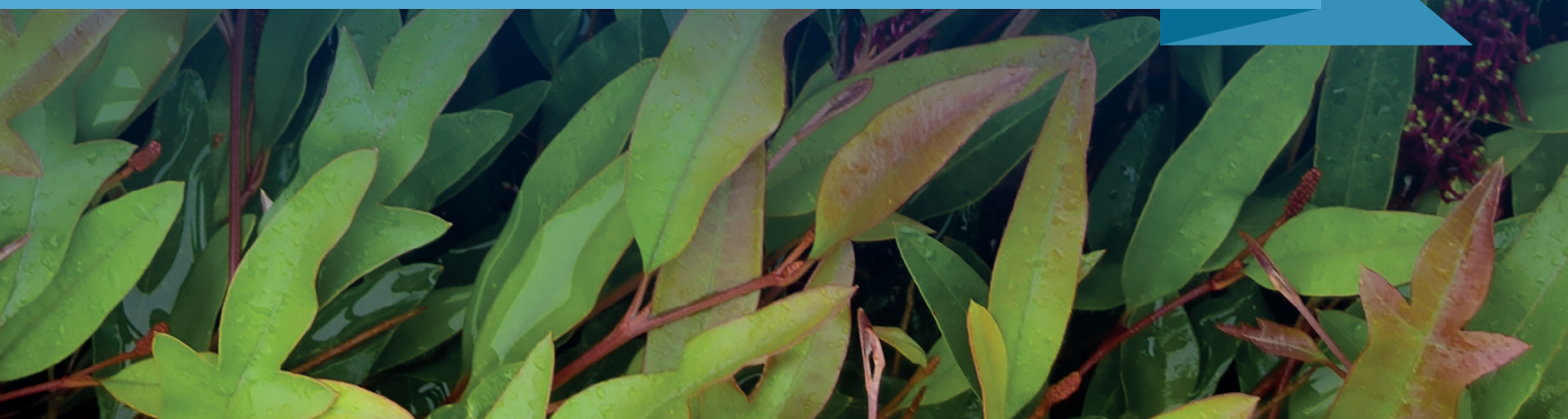


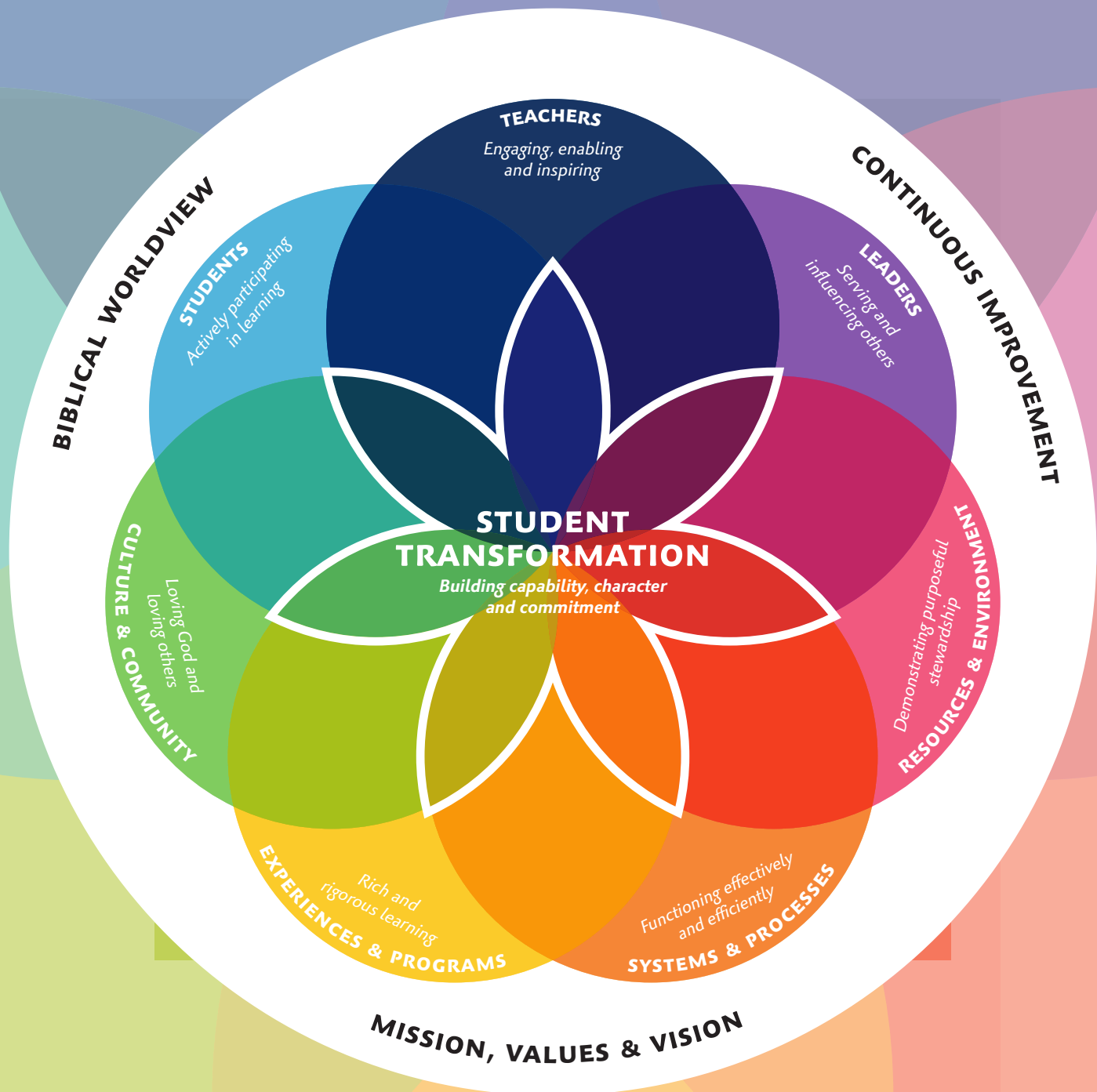


Chairo Kinder

PAKENHAM CAMPUS

2020 Handbook





OUR MISSION

To provide excellence in Christ-centred education, in partnership with families, within a caring Christian community.

OUR VISION

To see Christ's redemptive impact in the world through the capability, character and commitment of our students.

OUR VALUES

Christ like character: *We are being transformed daily through God's word and Spirit, as both individuals and as a community.*

Biblical foundation: *We maintain an uncompromising biblical foundation in all that we think, do and say.*

Partnership: *We partner with parents as they seek to fulfil their God-given responsibility for the nurture and education of their children.*

Relationship: *We grow relationships that express the love and role of Christ.*

Achievement: *We provide an educational environment in which students and staff members are nurtured toward reaching their potential through and for Christ.*

Uniqueness: *We celebrate and respond to the uniqueness of each individual as an image-bearer of God.*

Stewardship: *We steward wisely all that God has given us for the cause of Christian education.*

Chairo's mission, values and vision reflect our desire to work in partnership with families. We seek to provide an education that allows each child to reach their full God-given potential. This is achieved while providing parents and guardians with an environment in which they can maintain and exercise scriptural authority and responsibility for their children.

Curriculum Framework

PURPOSE OF THE KINDERGARTEN YEARS

Our motto of 'learning that lasts a lifetime' is the platform for learning throughout Chairo, and our kindergartens are an essential part of that. Laying a foundation for learning is certainly the basis of all that we do at Chairo Kinder.

It is our aim to provide an environment in which the children are able to safely and freely experience the world around them through exploration, inquiry and discovery within a Christ-centred framework. As you will observe over time, our faith and beliefs heavily underpin all areas of our program.

Each precious child is a gift from God and has been created by Him as a unique and special person. All aspects of a child's development are nurtured, including the intellectual, emotional, physical, social and spiritual dimensions.

Early childhood is the beginning of a child's formal education. It is often the first opportunity for children to spend time away from their parents/guardians, and is therefore, an important part of their preparation for school. The years between 0 and 8 are critically important ones where a great deal of learning, understanding of the world, language, independence and attitudes develop.

We aim to help each individual child develop their full potential in three main areas. The Early Years Learning Framework describes childhood as a time of Belonging, Being and Becoming.

Belonging is knowing where and with whom you belong. It is integral to human existence. In fact, God places each child within a family, a cultural group, a neighbourhood and a wider community. A child's sense of belonging grows within these relationships and at Chairo Kinder we value and believe in developing a strong partnership with families in order to support each child's sense of belonging and connectedness.

Being is about living here and now. Childhood is the beginning phase of life and we want each child to flourish as individuals who bear the image of God. At Chairo, we allow children time to discover and engage with God's creation while learning about the complexities and joys of relationships, and while meeting the challenges of everyday life.

Becoming reflects the rapid and significant change that occurs in the early years as children learn and grow. At Chairo, we seek

to lay a biblical foundation and Christian worldview to help transform each child in their knowledge and understanding of what it means to live in God's world, under God's rule and in relationship with Him.

OUR TEACHING AND LEARNING APPROACH

We implement an integrated teaching and learning approach to enable each child to reach their full potential. Our programs allow for times of guided play and learning, adult-led learning and child-directed play and learning. Our curriculum is characterised by collaborative, effective and reflective practice.

Children learn best when their social and emotional wellbeing needs are being met. Therefore, we acknowledge and recognise that each child will learn at different rates, in different ways and at different times, and as such our early learning programs reflect the varied learning styles of individual children.

Young children learn best through activities that are relevant to their lives and varied enough to be challenging and engaging. Children learn as they interact, play, investigate, discover, create and wonder. The ideas that they bring to us are highly valued and our program aims to build on that prior knowledge. Being able to have lots of indoor/outdoor play, and being read to and have time to talk at home, helps children's learning and provides stimulus for the kindergarten program.

This type of program is called Play-Based Learning. It is fun, relevant and satisfying for the children because it is tailored to their own level of development. We support children's efforts to construct meaning from the world around them by drawing on their interests and prior knowledge, providing inspiration through new experiences with time and opportunity for reflection and consolidation. The environment is the third teacher and therefore an important part of the learning experience. It provides rich and stimulating experiences that cater for the individual, and for both small and whole groups.

Threaded through our interactions with the children's play, our educators intentionally present a biblical foundation and Christian worldview. The Gospel story of creation, fall, redemption and restoration is central to all that we teach. Through Bible stories, songs, prayer and conversations we teach the children how to respond to each other in love and acts of kindness, and ultimately towards God in love and faith.

OUR KINDERGARTEN PROGRAMS

Chairo Kinder uses an emergent approach to inform the program. An emergent curriculum is responsive to the interests and needs of the children. Our program is carefully and thoroughly planned by our educators, and at the same time is flexible to allow for spontaneous learning.

Our program is informed by the CEN (Christian Education National) curriculum development resource called *Transformation by Design* (TbD), and by the five outcomes of the VEYLDF (Victorian Early Years Learning and Development Framework): Identity, Community, Wellbeing, Learning and Communication.

Within the daily routine, the children are able to make individual choices about their play, and they are encouraged and supported in this decision-making process. Social interactions are a key to the learning of children. They provide rich experiences of oral language, visual communication, listening skills, role play, problem-solving, discovery and creativity. Our actual programs will be clearly displayed in a book located in the entry, and also electronically on our Educa App.



General Information

TERM DATES

Term 1 Wednesday 29 January to Friday 27 March

Term 2 Wednesday 15 April to Friday 26 June

Term 3 Tuesday 14 July to Friday 18 September

Term 4 Tuesday 6 October to Wednesday 9 December

Note: Kindergarten term dates may vary from school dates.

STUDENT FREE DAYS

Term 2 Tuesday 14 April (whole school PD day)

Friday 5 June (kinder PD day)

Term 4 Monday 2 & Tuesday 3 November (mid-term break)

Note: Monday 23 November is a student free day for school only (i.e. the kinder session will still run).

TIMETABLE

Monday	Three-year-olds	9.00 am – 12.00 noon
	Four-year-olds	12.30–3.30 pm fortnightly
Tuesday	4YO (Swamphens)	8.45 am – 3.30 pm
Wednesday	4YO (Green Grass Frogs)	8.45 am – 3.30 pm
Thursday	4YO (Swamphens)	8.45 am – 3.30 pm
Friday	4YO (Green Grass Frogs)	8.45 am – 3.30 pm

REST TIME

Children will be allocated time to have a rest during our long days. When children have a big day filled with many activities and experiences, we believe it is very important for them to relax and have some time to unwind. At rest time, children will require a cushion for their head, and they may wish to also bring a small blanket. However, these items must go home each day as there is no space to store them. The children need to be able to manage these items in and out of a bag, so less is better.

EDUCA APP

Educa is our online communication portal for staff members and families. Through Educa, you will have direct access to your child's learning. Your child's teacher is able to communicate in real time and you are able to respond via the Educa App on your electronic device. Newsletters, weekly diary pages and notices of upcoming events will also be communicated through the Educa App.

Being able to interact with your child via Educa is of great educational import. Often parents/guardians ask their child, 'What did you learn today?', with the inevitable reply: 'I played'. Having direct access to your child's learning will give you the opportunity to engage with your child, thus building their language, recall and critical thinking.

If your child is anxious or showing signs of distress when you say goodbye, the teachers will be able to send pictures via Educa of your child at play. Your child will also be able to send you a picture or message if this is what they need to do. Importantly, you will be able to contribute to the program by sharing stories from home, thus building a greater connection and partnership in your child's education.

Educa will allow you to share your child's news, such as a family holiday, a new discovery, a new baby in the family or other important events. These photos and news snippets can be shared at the 'show and tell' session during the program using our large computer screen. It is a great way to contribute to the program, thus enhancing the learning of all children.

KEEPING COMMUNICATION LINES OPEN

Chairo values partnership between home and school. If you have any concerns or questions, please speak to your child's teacher first. If your concerns or questions are of a confidential nature, then speak directly to the Kindergarten Coordinator. It is best to make an appointment first by contacting them via email or telephone. They will then make a time to speak to you privately.

Kindergarten	5942 5632 Ext 5 pakenhamkinder@chairo.vic.edu.au
Kindergarten Coordinator Michelle van Heyst	5942 5632 Ext 5 mvanheyst@chairo.vic.edu.au
Head of Kindergartens Wendy Lowe	0402 028 192 wlowe@chairo.vic.edu.au
Principal Peter Wells	5942 5632 pwells@chairo.vic.edu.au
Executive Principal Simon Matthews	5625 4600 smatthews@chairo.vic.edu.au

For further details, please see the Chairo Christian School *Kindergarten Policies and Procedures Manual*, which includes the *Dispute Resolution (Parents) Policy*.

Email is a great way to communicate when your child is sick or will be away for an extended period of time. Other important information may also be passed on regarding any changes that have occurred in your child's life. These events could relate to, for example, a sick sibling or pet, a death in the family or an extended family member moving away. Children work through these issues in different ways but if we are made aware of them we can assist your child's understanding and resiliency during this time. So, please keep the communication lines open.

ARRIVALS AND DEPARTURES

Our programs commence at 8.45 am. If you arrive before this time, we ask that you please wait with your child in the foyer area. When our teachers open the door to the children's room, please enter with your child and sign them in on the attendance record.

The signing in of your child is a legal requirement and you must accurately record the arrival time of your child and sign your name, as well as record who will be collecting your child on that day. This person needs to be listed on your details form as being authorised to collect your child. Please see a staff member if you need to add someone to your list at any stage throughout the year.

Should an occasion arise when you are unable to collect your child and you have arranged for somebody who is not listed as authorised to collect them, please call and speak to your child's teacher. Authorisation can be given over the phone, provided you speak directly with your child's teacher and give details of the person collecting your child. On arrival, they will be asked for identification and their mobile phone number for verification that they are the person authorised to collect your child. No child can be sent home without this information.

Children must be signed out before leaving. Once again, a signature and an accurate record of the departure time must be completed. This is done while children are seated on the mat. Once the teacher has seen you sign your child out on the attendance record, your child will be dismissed. Please assist the teachers by encouraging your child to wait on the mat until their name is called.

The session ends at 3.30 pm. However, parents/guardians are able to collect their child from 3.00 pm onwards. If you choose

to wait until the end of the session, and it is past school pick-up time, we ask that you have full and complete supervision of your school children. The safe delivery of Kinder children is of paramount importance, and we need to be sure that each child leaves with the correct adult.

Please ensure that you arrive promptly at the end of each day. It can be very unsettling to young children when they are left waiting after their friends have been dismissed. If you are unavoidably detained, please ensure you call to advise your expected arrival time.

HEALTH AND ABSENCE

If your child is unwell, the best place for him/her to recuperate properly is at home, as this minimises the spread of infection. If your child is absent for any reason and/or has an infectious disease, please notify us on 5942 5632 (extension 5). We prefer to have written notification of any absence, so please also email pakenhamkinder@chairo.vic.edu.au to report your child's absence.

INCIDENT/INJURY FORMS

If your child is injured or involved in an accident while at Chairo Kinder, educators will attend to your child's needs and make note of that in the accident/injury book.

Educators will highlight your child's name and make a note on the sign-in sheet if an injury has occurred, and an accident/injury form needs to be sighted and signed by you or the person collecting your child.

MEDICATION AND MEDICAL CONDITIONS

If you require staff members to administer any medication, you must give written permission via the Medication Book. Medication will not be administered unless it is prescribed by a doctor in writing. The medication must be in its original container, displaying the original label. If your child has a medical condition that is ongoing, a school-approved action plan and/or health support plan must be completed with your child's teacher. Such medical conditions include asthma, allergies, anaphylaxis and diabetes. Please speak to a staff member to obtain the appropriate forms.

INFECTIOUS DISEASES

Principals are required to exclude students according to the School Exclusion Table.

Disease	Exclusion time
Chicken Pox	Exclude until all blisters have dried. This is usually at least five days after the rash appears in unimmunised children, but may be less in previously immunised children.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
Gastrointestinal Diseases	Exclude until the diarrhea and/or vomiting have stopped for 24 hours.
German Measles	Exclude until fully recovered, or for at least four days from the onset of rash.
Hand, Foot & Mouth Disease	Exclude until all blisters have dried.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.
Impetigo (school sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Measles	Exclude for at least four days after onset of rash.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Ringworm	Exclude until the day after appropriate treatment has commenced.
Whooping cough	Exclude for 21 days after the onset of cough or until they have completed five days of a course of antibiotic treatment.

IMMUNISATION FOR CHILDREN AND ADULTS

Immunisation is one of the best ways to protect yourself and your children, as well as safeguard the health of future generations. At Chairö Kinder, we ask to sight your child's immunisation

records and we keep a record of their immunisation status. This is a government requirement so that, if there is an outbreak of a vaccine-preventable disease at Chairo Kinder, we can quickly identify those who are at risk of getting the disease and those who are most likely to pass the disease on to others. We can then contact parents/guardians to ask them to keep their child at home. This is done to prevent any further spread of the disease and to protect those who are most vulnerable to complications of that disease.

The safest and most effective way to stop the spread of many of the world's most infectious diseases is to immunise before coming into contact with the disease. Before the major vaccination campaigns of the 1960s and '70s, diseases like tetanus, diphtheria and whooping cough (pertussis) killed thousands of young children each year. Today, deaths from these diseases are extremely rare in Australia and the rest of the developed world. In fact, it is estimated that vaccinations currently save up to three million lives worldwide each year. Visit health.gov.au/immunisation for more details.

How does immunisation work? The human body has a natural defense system, called the immune response, which fights disease. Immunisation introduces the body's immune system to a limited amount of a specific disease, which causes it to produce an immune response, thus creating antibodies to that disease without the person actually having to suffer the symptoms of the disease. In this way, the person builds up resistance to that disease so that, if they come into contact with it at another time, their body will know how to fight it quickly enough to prevent them from developing that disease.

Why should you immunise yourself and your child? Immunisation protects more than just the person who is vaccinated. It also reduces the opportunity for that person to pass the disease on to someone else, especially young babies who cannot be fully immunised until they are older, and those who are too sick to be vaccinated. When levels of immunisation in the community is sufficiently high, the risk of some specific diseases being passed on becomes less and less, thus creating communal immunity and saving countless lives.

MORE IMMUNISATION INFORMATION

The immunisation laws have been reviewed and changed. This has implications for all enrolments at Chairo Kinder.

Our local council in Officer (Cardinia Shire Council) has information about free vaccines and council immunisation sessions on their website: cardinia.vic.gov.au/downloads/download/219/immunisation_schedule_-_cardinia_shire_council.

The Department of Health has a helpful website with fact sheets about specific vaccinations and answers to frequently asked questions about immunisations, and also provides information in other languages: health.vic.gov.au/public-health/immunisation/immunisation-provider-information/vaccine-preventable-diseases-immunisation-fact-sheets.

The Immunise Australia Program provides the National Immunisation Program Schedule. You can also ask your local doctor for advice.

VOLUNTEERS AND CHILD SAFETY

Volunteers form an important part of our Chairo Kinder community. They contribute in a variety of ways, ranging from directly assisting with the learning of children to making it possible to extend and enrich the learning environment, or simply by providing a service to aid the smooth running of Chairo Kinder. For all who give freely of their time, we are particularly grateful.

All Chairo Kinder volunteers will be working under the supervision of a member of the teaching staff, whose responsibility it is to be familiar with the *Volunteers Policy* and to ensure that it is followed. Parents/guardians who wish to volunteer at Chairo Kinder for parent duty are required to complete the Chairo Child Safety online application through the school website. Once you have completed the online application process and supplied referees, you must wait for approval before you are able to assist. Once approval is given, your volunteer status will be valid for your child's entire period of enrolment at Chairo.

Online Volunteer Application Process

1. Visit userlogin.com.au/chairo.
2. This will take you to a page that includes a yellow Register button for first time users. When you are given a username and password, record these somewhere so you can retrieve them later.

3. Select Volunteer Application & Induction and complete four tasks, including OH&S training (to be renewed biannually). You will need to upload a copy of your WWCC.
4. Let Reception know when you have completed the process.
5. Chairó will contact your referees, verify your identity and process your application.

The school is unable to accept hard copy applications. If you are unable to access the website for any reason, or require assistance, please don't hesitate to contact Reception.

PARENT DUTY

Parental assistance is a vital part of the daily operation of Chairó Kinder. It enhances parent/teacher communications and the children enjoy it. By participating in parent duty, you get to see first-hand what your child is learning and doing, and this increases the opportunity to talk with your child about their day. Your child usually thinks it is very special to have you present as well!

The roster will be available to be filled out at the sign-in desk at the beginning of each term. We expect to roster two parents/guardians on each day: one to cover the morning and one to cover the afternoon (or you may wish to do a full day). If you cannot fulfil your parent duty due to illness or another event, please let your Kinder teacher know.

OTHER VOLUNTARY ASSISTANCE

Any help that parents/guardians are able to give is greatly appreciated, and is necessary for the smooth functioning of Chairó Kinder. Here are some ways in which help can be provided:

- Assisting staff members during sessions by helping with cleaning routines, change-over periods and supervision of children and their activities
- Sharing your own experiences, talents, knowledge, and interests with the children (e.g. reading or telling stories, baking or sharing your cultural heritage)
- Joining Chairó Café or the Parent Prayer Support Group
- Assisting the learning of children by being involved in their planned small group activities and sharing their experiences
- Organising and participating in social gatherings and fundraising

WHAT TO BRING

School Bag: Please select a bag/backpack made of sturdy, lightweight material for carrying items such as lunches and a change of clothes, and also a separate bag for their pillow.

Morning snack: Please pack your child's snack for morning tea in a separate named container. This should be a healthy snack such as cheese and biscuits or a piece of fruit. If you pack a piece of fruit, please have it pre-cut or partially peeled. We want to help the children to develop independent skills at meal times.

Lunch: A healthy lunch in a named container is to be brought each day for four-year-old children. We are **nut free** and therefore do not encourage, chocolates, lollies, chips or cake as part of a healthy eating program. If your child has any allergies, you need to advise the staff by completing the relevant forms in the enrolment pack.

When packing lunch for your child, please consider health and nutrition, your child's appetite, and ease of access to food items. Containers, or paper or cloth wraps, are easier for children to open than plastic wraps, and small sealable containers may be better than commercial packs of yoghurt, fruit, etc.

Please include a bottle of water and ensure that all drink bottles, food containers and lunch boxes are clearly labelled with your child's name.

UNIFORM/CLOTHING

Children need practical clothing that is easily maintained, comfortable to move in, easy to manage and adaptable to weather conditions. We provide smocks for all messy or wet activities and will endeavour to keep children clean and dry. However, accidents do happen and it is vital that children are not wearing their 'good clothes' to Chairó Kinder. Any items of clothing that are likely to be removed during the day must be labelled.

It is not compulsory for children to wear school uniform to Chairó Kinder. However, if you prefer your child to wear uniform, you are able to purchase new items (including a Chairó Kinder windcheater) from the uniform shop located at the Pakenham Campus. Alternatively, you may be able to purchase secondhand items from the secondhand uniform shop at the Pakenham Campus or via the Chairó Buy & Sell group on Facebook.

SUN PROTECTION

Our *Sun Protection Policy* states that all children during Terms 1 and 4 are required to wear a hat that protects their ears, neck and face. It also indicates that all children must wear clothing that covers their shoulders. Children who do not have a hat to wear during the day, or are wearing shoestring or singlet tops, will play in the shaded area only. You may wish to purchase a school-approved hat from the uniform shop at the Pakenham Campus.

Also in Terms 1 and 4, 30+ sunscreen needs to be applied to your child's exposed skin prior to arrival at Chairo Kinder.

Throughout the day, the children will be encouraged to develop independence in applying sunscreen under staff supervision when they venture outside later in the day. If your child is dark skinned, they will not be required to wear sunscreen but a waiver needs to be signed by a parent/guardian to allow this. If your child has an allergy to the sunscreen provided, please provide named sunscreen for your child. Parents/guardians are expected to model sunscreen protective behaviours while attending the kindergarten as a volunteer helper.

CELEBRATING BIRTHDAYS

Birthdays are special occasions and we are pleased to celebrate them. It is a good time for your child to celebrate his or her birthday with friends by bringing along patty cakes or muffins. Please obtain a food form at Reception and have it filled out two weeks prior to your child's birthday if you intend to bring in food. A list of the ingredients must be supplied to comply with food safety regulations. If you are having a birthday party for your child, please give your child's invitations to the teachers who will give them out on your behalf.

FOOTWEAR

Your child's footwear needs to be safe and sturdy, enabling them to participate freely in physical activity. Thongs, crocs and other slip-on shoes do not allow your child to move with ease when climbing, running, balancing or dancing. During the winter months, gumboots can be worn outside with a pair of slippers or shoes for inside.

JEWELLERY

As jewellery can be easily lost or broken, and badges can be dangerous because of the pin on the back, it is preferable that your child doesn't wear any of these items to Chairo Kinder. If your child has pierced ears, it is preferable that he/she wears stud earrings.

TOILETING

Chairo Kinder accepts enrolments of children who have not yet been toilet trained. Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency with their child's toileting habits in order to obtain success in this developmental area. However, we understand that all children have the occasional mishap and we will therefore provide extra assistance to those who require it (e.g. helping to undo fastenings, changing anyone who has an accident). Parents/guardians are to supply their child's nappies and/or pull-ups and changes of clothing for their time at Chairo Kinder.

LIBRARY BAG

A library bag is required for four-year-olds to borrow books from the library. Your child's teacher will inform you when your child will begin to visit the library and when to bring their library bag. These are available for purchase from Reception at the Pakenham Campus.

PREPARATION TIMES

Preparation times are before and after sessions. The teacher can make themselves available at the end of a session or on another day to discuss any queries or worries that you may have.

CAR PARK AND TRAFFIC SAFETY

The Pakenham carpark is a busy place at school drop-off and pick-up times each day, so it is important that your child is by your side at all times. Please remember that children follow our lead, so if parents/guardians and staff members are consistent in their road and car parking habits, children will also develop good habits.

EMERGENCY PROCEDURES

Chairo maintains current emergency management plans that contain the four components of preparedness, prevention, response and recovery. Emergency drills are practiced twice each term. Our staff members are well-trained and equipped to handle these drills in order to cause minimal disruption to students. Please inform your child's teacher if you believe an emergency drill may be stressful to your child so that this can be appropriately managed.

ENROLMENT PROCESSES

1. We encourage you to book a personal family tour of Chairo Kinder and then complete an enrolment application.
2. Your application will be considered and you will be advised if a position is available for your child.
3. An interview with the Head of School and Kindergarten Coordinator will be arranged, and a finance interview will also be necessary.
4. You will be contacted, usually within one week, regarding the outcome of the enrolment application process.

For Chairo's Enrolment Policy, Kinder Enrolment Procedure and Fees Schedule, go to the school website and select Enrolments.



Fees

FOUR-YEAR-OLDS

The Victorian Government funds every four-year-old who attends a kindergarten for fifteen hours per week. However, families should be aware that they can only receive funding for one kindergarten position. If your child attends long day care as well as a stand-alone kindergarten centre, they receive funding for only one centre. It is illegal to receive funding for a kindergarten session at two different centres.



Education
and Training

THREE-YEAR-OLDS

Three-year-old kinder sessions are not funded by either the State or Federal Government and are therefore self-funded.

PAYMENT

Fee statements are sent to families quarterly near the start of each term. A variety of payment options are possible, including cash, EFTPOS, cheque, credit and direct debit. Please ensure fees are paid by the due date.

Holders of Health Care or Concession Cards can claim a government rebate, which will cover the majority of fees, by providing a copy of their card at the beginning of the year.

If you have any queries relating to fees, please contact the Finance Department at the Drouin Campus on 5625 4600. Chair-o-Kinder staff members are not able to handle financial inquiries or payments.



Chairo Christian School

www.chairo.vic.edu.au

