

LEN JEFFREY MEMORIAL PRESCHOOL

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Information Booklet

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* **DEECD** – Department of Education Early Childhood Department

WELCOME TO LEN JEFFREY MEMORIAL PRE-SCHOOL

We would like to take this opportunity to thank you for choosing Len Jeffrey Memorial Pre-School for your child's education. We are looking forward to working with you and helping to prepare your child for the educational years to follow.

Len Jeffrey Memorial Pre-School is a community-based pre-school that has a strong commitment to the education of all the children that attend it. We welcome family involvement in our programs and would like to take this opportunity to encourage parents and family members to feel free to visit the Kinder at any time; this will enable you to get to know other parents and the staff. If you have any thoughts, ideas or skills that may contribute to our program, we would love to hear about them. Len Jeffrey is a sun smart kinder and requires that all children and adults wear hats and sunscreen during Term 1 and 4. Hats are available for purchase from the Pre-school and we ask that parents provide a good example also.

Len Jeffrey Memorial Pre-School currently offers 4 year old (aimed at 4-5 year old children) and 3 year old (aimed at 3-4 year old children) kindergarten programs. Parents with children attending 3 year old Pre-kinder program have the option of a single session or a double session per week. Our sessions for both the funded and non-funded groups run both morning and afternoon so we are also able to offer a 3 year old program running semi concurrently with a 4 year old program which is of great benefit to parents with children in both year levels.

ABOUT YOUR PRE-SCHOOL

An elected Committee of Management administers Len Jeffrey Memorial Pre-School. It is an independent association with its own constitution whose members are YOU.

The Committee plays a vital role in the running and organisation of the Kinder. Each voluntary member on the Committee has a specific role and a valued role, no matter how big or small. A summary of Committee Position Descriptions is attached at the back of the information booklet.

The Committee of Management employs the staff with which your fees, together with a subsidy from the Government, cover their wages. The Pre-School needs money to pay for expenses such as gas, electricity, telephone, cleaning equipment, art supplies and many other items, which are funded from your fees, fundraising levy and events.

Please know that in each room you can find copies of the Len Jeffrey Memorial Pre-School Policies, along with DET* Guidelines and Regulations, which you are welcome to read at any time.

Some of the important policies pertinent to you and your family are included in the following pages.

Please remember our doors are always open to you if you have any concerns or queries. We are sure we will all have a fantastic and enjoyable year.

THE LEN JEFFREY MEMORIAL PRE-SCHOOL PHILOSOPHY

At Len Jeffrey Memorial Pre-School, we aim to provide a warm, caring, supportive environment where children feel happy and safe. We welcome and cater to all individuals, including those with additional needs. We strongly believe that all children and families are equal regardless of developmental needs, gender, culture and beliefs.

Young children are naturally inquisitive and curious about the world around them; therefore our educational program fosters and nurtures this curiosity by providing a broad range of stimulating experiences both indoors and outdoors. For many the educational aims of the program may not be obvious within an environment, which appears to give the children a great deal of freedom. However, careful planning ensures that the program is developmentally appropriate not only for each child as an individual, but also as a member of the larger group.

The program at Len Jeffrey Memorial Pre-School provides opportunities to develop social, emotional, physical, intellectual, creative and language skills, which are necessary to achieve an overall growth within the 'whole' child. As children are all unique individuals, we closely monitor and assess each child making sure their needs are being met and that they are encouraged and assisted in developing all skills to their fullest potential.

Our program is based on a balance between teacher and child directed experiences and activities that cover the important learning areas of art and craft, language, music, science, mathematics, social and environmental studies and physical education. We believe in providing an integrated program that is flexible, allowing children to learn through planned experiences and incidental learning.

Children learn through play, it helps them to come to terms with and make sense of their lives and the world around them. Thus, play is given a high priority in our pre-school program as it encourages creativity, self-expression and independence. It can also improve concentration, promote problem-solving skills and develop speech.

It is our belief that children learn best when they feel positive about their own self worth. Therefore, it is of the utmost importance in our teaching staff that each child learns to value themselves for what they are and what they can offer others. Staff models appropriate behaviours and provide guidance where necessary to help children socialise, develop respect for one another, assume responsibility for their actions and resolve conflicts.

The success of our program depends on a positive partnership between parents and staff. For it is not only the influence of pre-school staff but that of parents, peers and community that helps to achieve the overall growth in the child. We aim to work together to provide the best for your child's welfare and education.

The success of our program depends on a positive partnership between parents and staff. For it is not only the influence of pre-school staff but that of parents, peers and the community that helps to achieve the overall growth in the child. We aim to work together to provide the best for your child's welfare and education.

STAFF

Our Staff work as 2 teaching teams with a Qualified Teacher and an Assistant for each Class Room. Staff attend "Professional Development" Days throughout the year to maintain their high standard of teaching.

Teacher in Charge	Belinda Niezen	Diploma of Teaching (Early Childhood)
Teacher	Genevieve Brown	Bachelor of Teaching (Early Childhood)
Educator	Shar Henderson	Diploma of Children's Services
Co Educator	Sylvie Szabo	Cert III Early Childhood
Co Educator	Jo Conway	Cert III Early Childhood

TEACHER PREPARATION

The teachers have allocated Preparation time outside of Class times throughout the week. This time is used to prepare the class programs, record children's individual needs, order stock, attend teacher's meetings, perform administrative duties, pre-school shopping, and parent's interviews.

** This is the preferred time to contact teachers regarding matters of concern.*

INTERVIEW DAYS

At the beginning of the year, you and your child will be allocated an interview time. This time is used to confirm enrolment details that you will receive in January. It is legally required that these details (such as forms from the AGM) are returned to the preschool prior to commencement of Term 1. The interview time is also the best opportunity for you to meet your child's teacher, discuss confidential matters, and impart personal information regarding your child. Please make the most of this time, as it will certainly benefit the teacher's understanding of your child and his or her individual needs. Remember: If you do not tell us, we do not know, and we are a team working together to educate your child.

You will be sent a letter in mid-January, which will advise you of your interview day and time and a Blue enrolment form. It is essential that all forms handed to you in the AGM envelope and the Blue enrolment form are completed and handed in at this time.

STAGGERED INTAKE

At the start of the year, the children will be introduced into the pre-school gradually, the children will be divided in half and attend shorter sessions during this "settling in" period. The shorter sessions will give staff the opportunity to get to know your child in a more personal way and to help the children to settle into their new environment. *A timetable for the first few weeks will be available on orientation day and be provided to you early in the new year.*

WHAT TO BRING EACH DAY

Please make sure you name everything your child brings to Kinder so that we can safely return anything left behind. Please check lost property on a regular basis.

Kinder bag/back pack - large enough for a lunch box and artwork (school bag size is desirable)

Change of clothes appropriate to weather conditions

Spare underwear.

Sun hat – *compulsory for September to April*

Lunch box with snacks inside (something healthy please and easily opened. Eg: fruit, crackers, cheese and sandwich)

DELIVERY AND COLLECTION OF CHILDREN

Attendance

Plan your morning or afternoon so that you do not have to rush to Kindergarten. Pass on to the teacher anything of importance that has happened since the previous session. All children are to be delivered and collected by a responsible adult.

It is important that your child attends Kindergarten regularly and that he/she arrives **punctually** and is collected on time. It is upsetting for a child to arrive when the children are already settled, or be left waiting at the end of the session.

If you wish to chat to other parents, please do so outside, as this will lessen the disruption to the group. Please wait outside until the session begins. The door is not locked to keep you out, rather for safety reasons. When the session is finished, please wait outside until the door is opened and the children are ready to be collected. Please wait until the staff member has dismissed your child.

Sign-In Book

On arrival, you must sign your child in so that we have a record of all children present at the Kinder. To successfully sign your child in you will need to:

- Find your child's name on the roll
- Write in time of arrival
- Sign your name
- Write down who will be picking your child up (must be listed on your enrolment form)

On departure, you must sign-out. To sign your child out you need to:

- Find your child's name on the roll
- Sign your name
- Write in departure time
- Sign in book example:

	Name	Arrival Time	Signature	Child will be collected by	Departure Time	Signature
1	Tom Jones	8:42am	DBJones	Dad	12:15	BJJones
2	James Brown					

If someone else is picking up your child you will need to fill in an **ALTERNATIVE ARRANGEMENT PICK UP FORM**. You will find these on the table with the sign-in book. When on duty for the session you must also sign in any toddlers staying for the session. This must be done in the visitors' book.

Alternative Pick up Forms

The staff must be notified in writing if anyone other than the legal guardian will be collecting the child. Forms entitled "Alternative Pick up Arrangement" shall be made available and displayed in a prominent position. If this arrangement is to be ongoing then only one form needs to be filled in and updated as necessary.

In emergency situations, only a telephone call to the child's teacher will be accepted as formal notice.

Pick up Times

We will be encouraging the children to remain seated on the mat area until their parents arrive. It would be of great assistance if you could sign the book and come over to greet your child at this area.

Please do not call out to your child during mat time, as we will dismiss the children when we can see you.

KINDER DUTY

It is **essential** for our teachers to have two parents on duty each session. This is a fabulous opportunity to watch your child at Kinder. Some of the duties include:

- Interaction with the children, sitting down with them to read a book, assist with puzzles and put names on work etc.
- Assisting staff at pack-up time, clearing and wiping down tables, washing art equipment and sweeping floors, wipe down easels.
- Wash dishes, tidy kitchen and wiping over the stove or fridge if needed. Wipe tables and sweep after snack time
- Vacuum carpets and Sweep Floors.
- Assisting with outdoor play and supervision, sweep paths; packing up and cleaning outdoor equipment
- Write Names on children's artwork and put any artwork into children's art boxes.
- But most of all HAVE FUN!

Teachers organise the duty roster and a copy will be given to you; if you are unable to attend on that day please arrange for another parent to do your duty session. Toddlers are most welcome to attend, however they remain your responsibility. **Parents and Toddlers must be signed into the Visitors Book.**

LAUNDRY ROSTER

Parents are also rostered on for laundry duty a couple of times a year. This consists of washing hand towels, tea towels, smocks and sometimes sun hats and home corner bedding and dress ups. A roster will be given out at the start of the term and also pinned on the notice board. Please return the washing for the next session, as hand towels etc will be required for these sessions.

NOTICE BOARDS AND TAKE HOME WORK PIGEON HOLES/INDIVIDUAL POCKETS

The main means of communication between the teachers and parents is via email. Our kindergarten is striving for our level 2 Sustainability so we prefer to email information to parents, please ensure you supply your email details on your application form and check emails regularly to stay informed.

As well as email, information is sometimes displayed on notice boards or placed in children's workboxes or pockets. Please remember to read and check both, each time your child comes to Kinder. Kinder can be a very busy place and children feel secure when their parents know what is happening. Children also like it when you take their artwork home as they put a great deal of time and thought into it. Although most days there will be some artwork to take home, please do not be worried if your child does not have any – they have probably been busy doing a lot of other things at Kinder.

Please note that only the staff or members of the Committee of Management are to put information into the art boxes and individual pockets. The preschool has a separate "community notice board" for other notices.

MONEY (refer to Money Handling Policy)

Any money sent to Kinder should be placed in a sealed envelope with your child's name, group, amount, and reason for sending the money written on the outside. If a cheque issued to the Pre-School is not honoured by the relevant financial institution, the drawer of the cheque must pay any applicable dishonour fees charged to the Pre-School by the financial institution.

Money should then be placed in the wall mounted metal cash box –

- *Please also complete and sign the allocated receipt book to register your deposits then place the receipt in with your payment – this will be returned to you as your receipt of payment made to the kindergarten.*

Money can also be paid by direct debit – these details are located on the bottom of your term fee invoices.

HEALTH

In order to safeguard all the children and to keep infections to a minimum throughout the year, you are requested to please keep your child at home if they are suffering from a cough, cold or any infectious disease at all.

It would be appreciated if you could advise staff of your child's absence. If your child is not well enough to go outside, please do not send them, as we try to get outside - even in the cold weather. If your child has long hair, please try to keep it tied back as it makes it easier for the child when working at an activity as well as reducing the risk of head lice.

MEDICATION

If your child requires 'prescribed' medication during a session, details of this must be recorded and consent signed by parent or guardian before staff can administer medication. This includes asthma medication. (No medication is to be left in your child's bag.) If your child is injured at a session of Kinder, the staff are required to record details of the incident and parents must acknowledge by signing the record book.

IMMUNISATION

Although immunisation is compulsory. You must provide a copy of your child's immunisation certificate when starting preschool. These are available on line from Medicare.

If you choose not to have your child immunised, should an outbreak occur, we will follow DEECD Guidelines, which may include your child being excluded from sessions to ensure their health.

CLOTHING

When sending your child to Kinder we ask that you dress them in comfortable clothes that allow freedom of movement. The clothing also needs to be easily manageable for toileting.

Please do not send your child to Kinder in clothes that are not allowed to get dirty. Even though children wear smocks for certain activities, clothes are guaranteed to get dirty.

Please save any spare tracksuit pants, T-shirts, socks or windcheaters that might fit other Kindergarten children. Occasionally, accidents do happen.

To purchase Kinder clothing such as windcheaters, T-shirts and hats with the Kinder logo, you can complete the Uniform order forms found in the kinder rooms.

PURCHASING PRE-SCHOOL UNIFORMS

Windcheaters, T-shirts and hats are available with the pre-school logo printed on it. Wearing of uniform is not compulsory. (Purchase is optional). Please note these prices are the cost price of the clothing.

The order form for kinder uniform is located at the back of this booklet or spare copies are located in each of our kinder rooms.

BIRTHDAYS

We will celebrate your child's birthday at kindergarten by baking muffins or biscuits with them to share with their friends. This celebration time is kept fairly informal and we also encourage you to sign up for duty on your child's birthday. We do ask parents to consider our healthy food policy whereby we endeavour to avoid unhealthy foods.

If your family does not celebrate birthday positive about their own self w to participate in these celebrations, please inform your child's teacher and we will respect your cultural and religious beliefs.

WASTE MATERIAL FOR YOU TO SAVE

Aluminium pie dishes	Egg cartons	Artificial flowers
Foil	Balls	Ice cream containers
Beads	Lace	Leather
Bed sheets	Bottle tops	Lunch wrap rolls
Boxes	Magazines	Margarine containers
Buttons	Cards	Material
Corks	Paper	Costume jewellery
Paper plates	Polystyrene pieces	Cotton reels
Cream bottles	Wool	1 litre milk cartons (washed)
Take away containers	Plastic bags	Wood

Anything that you consider to be junk will be treasure to a Kindergarten child.

PREP TRANSITION PROGRAM

Transition from pre-school to school is a significant step in any child's life and that of the family. These programs will give your child the opportunity to participate in regular classroom activities and routines and it will also give parents the opportunity to participate in a variety of discussions with staff and school personnel covering different aspects of the school's organisation and programs. Len Jeffrey Memorial Pre-School currently supports all local schools in their transition programs. All schools receive a transition statement relating to each child in the November prior to starting school.

Details of these programs will be given out during the year as dates become available.

ADMISSION REQUIREMENTS AND ENROLMENT PROCEDURES

Refer to the Enrolment Policy late in this manual.

Enrolment

A Child must not be enrolled at the centre unless the child's guardian has authorised the centre to seek emergency medical, hospital or ambulance service.

Records

The Proprietor must ensure that the following records are maintained:

- An attendance book
- Child Enrolment records
- A medication book
- An accident, injury and illness book
- A staff record

Funding of Pre School Programs

The Len Jeffrey Memorial Pre-School is a community run organisation for the benefit of the local community. The Committee of Management (made up of parents) is responsible for the financial viability of the Pre-School program. **The Pre-School program is not part of the free education system.**

Monies are obtained by:

- A subsidy from the State Government for each child enrolled. Please note 3-4 year old Pre-kinder is NOT subsidised.
- Fee Collection (Refer to Fees Policy.)
- Fund Raising

Monies collected are offset against:

- Teachers/Assistant's salaries and associated costs
- Telephone, electricity and gas
- Cleaning
- Maintaining the building and grounds
- Purchasing consumables eg. paint, paper and craft requirements
- Purchasing new equipment and maintaining present equipment (both inside and out)

- Administration costs eg. stationary, postage and office supplies
- Any other item deemed necessary by the Committee

It is the responsibility of the committee to act in a financially responsible manner by setting fees at a level required to keep the Pre-School viable for the benefit of your child and future children in the community. The Committee also strives to keep fees as affordable as possible. Prompt payment of fees is crucial. If you are experiencing difficulties in this regard, please contact the Accounts Coordinator or your child's teacher. All arrangements are held in the strictest of confidence. **All fees are due and payable by the end of the 1st week of each term.**

ADDITIONAL NEEDS

Any child with additional needs, a Placement Support Group will be offered which can comprise of the parent, teacher and a support person to provide the best possible outcome for the child, taking in consideration the responsibility and duty of care to the other children. The Placement Support Group will discuss how the best outcome can be achieved for the child (this may include additional volunteers, parent support during class, reduced hours etc.). This meeting will be documented and a review will be conducted at the end of each term.

BEHAVIOUR MANAGEMENT

Len Jeffrey Memorial Pre-School believes that the positive guidance and management of behaviour will foster self-esteem and self worth. We believe that children need to experience consistent, clear and coordinated expectations of behaviour.

For all the children in our care, staff will:

- Have age appropriate expectations, so that children are not expected to do things that they are not yet able to do.
- Set up the environment to minimise conflict by offering appropriate choices, age/stage experiences, an adequate supply of equipment and the correct child/staff ratio.
- Focus on the behaviour that is inappropriate, not the child. We need to protect the child's feelings of self worth by avoiding comments or using techniques that will embarrass, frighten, or make the child feel insecure or bad about themselves.
- Identify and reinforce appropriate behaviour consistently. For the child to know what is acceptable behaviour we need to focus on what is appropriate with encouragement and positive reinforcement.
- Set clear limits with a brief explanation so the child knows why the limit has been set eliminating negative behaviour.
- Be aware of the need to redirect children to other activities when unsettled.
- Model appropriate behaviour- children learn by example.
- Recognise their own limitations and seek support when they feel unable to deal with a specific situation for whatever reason.
- Reinforce that the Pre-School is a "War Toy Free Zone" and will try to discourage the use of violent actions in the children's play.
- Ensure that no child shall be subject to any form of corporal punishment, physical immobilisation, or any other form of physical or mental humiliation. Teachers can provide information as to how individual situations may be managed.

NOTE: Because each child is an individual, our expectations for each one will be appropriate then at their level of development.

KINDERGARTEN POLICIES

Standards of Conduct (Parents/Guardians and Volunteers.)

- Due to recent development in many organisations it has been decided that Len Jeffrey will ask parents to read and adhere to a Code of Conduct. This Code of Conduct is to ensure parents and Children are treated equally and fairly.
- Len Jeffrey Memorial Pre School provides an open, welcoming and safe environment. We believe that all parents/guardians and volunteers play a crucial and valuable role in the effective operation of the centre and in enriching the children's program. We acknowledge that without parents'/guardians' support, participation and contribution Len Jeffrey Memorial Pre School could not operate.
- A code of conduct provides guidelines for desirable and appropriate behaviour of members, and reflects the values and beliefs of the centre. The code is designed to provide principles and practices to guide adult behaviour.
- This code of conduct for parents/guardians and volunteers outlines the type of practice we require all adults working and attending our centre to follow. It will assist in ensuring the safety and wellbeing of children, families and staff. It does not provide all the answers but is a broad outline of behavioural principles, expectations and ideals.
- The committee has a legal responsibility to provide a safe and happy environment for all children and staff attending the centre. Employers have a responsibility to provide, as far as practicable, a safe workplace that is free from discrimination, bullying and/or harassment.
- We ask that all parents read the Standard of Conduct below and return with your enrolment forms the Code of conduct agreement.

Behavioural practices to follow

- In relation to children
- Be a positive role model at all times
- Always speak in an encouraging and positive manner
- Listen actively to children and offer empathy, support and guidance where needed
- Regard all children equally and with respect and dignity
- Physical contact with children other than your own should be avoided unless directed by staff or if the safety of a child is compromised (this should be reported immediately to staff)
- Inform children if physical contact is required for an activity and ask them if they are happy to proceed
- All interactions with children should be undertaken in full view of other adults
- Never do things of a personal nature for a child that they can do themselves, for example, assisting them in going to the toilet or changing their clothes.
- In relation to other adults (including staff)
- Use respectful, encouraging and accepting language.
- Respect the rights of others as individuals.
- Give encouraging and constructive feedback rather than negative criticism.
- Accept staff decisions and follow their directions at all times. Speak with the staff member if you have a problem complying with any directions.
- Be aware of routines and guidelines for children's play within the centre, abide by them and seek advice when unsure.
- Be aware of emergency evacuation procedures.
- Discipline of children is the responsibility of staff and therefore any matters or concerns related to managing children's behaviour should be referred to staff immediately.
- Avoid approaching staff to discuss a child during a session. Seek an alternative time when staff are free from contact duties with children.
- Refrain from public criticism of children and adults at the centre.
- Any issues or grievances should be raised as outlined in the Complaints Policy.
- Under NO circumstance should a child, parents/guardians or member of staff be approached directly in a confrontational manner.
- Smoking is prohibited on the centre property at all times.

In general

- The centre and staff are responsible for the children that are enrolled and signed in, that is those children attending the children's program.
- Parents/guardians, and other persons attending with children not enrolled in the program, are responsible for supervision of their children at all times. This is particularly important, for example, during outdoor time as the climbing equipment may be set-up for four to five year-olds and could be hazardous for younger siblings participating in the program.
- Adults are responsible for all children who accompany them, for example while on duty, drop off and pickup time, ensuring they do not inhibit or disrupt the program in any way
- Parents/guardians must clean up after their children and leave all areas as they were found.
- Staff may ask parents/guardians to remove children not enrolled and signed into the program if they are disturbing the program.

Parents/guardians will also be responsible for children's behaviour when attending other activities and the child is not signed into the program, for example working bees, family nights

COMMUNICATION POLICY

This policy provides guidelines for written communication between the staff and Committee of Management to the parents of Children attending Len Jeffrey Memorial Preschool. Communication between the above parties is essential to ensure the smooth operation of our kindergarten program and also the means to ensure all parents are fully informed regarding administrative matters regarding the Kindergarten.

1. Pockets are for the sole use of the staff notices to parents and authorised committee correspondence.
2. Pockets are located at the entrance to each building and are marked alphabetically according to group.
3. Accepted Committee Correspondence consists of:
 - Fees notification
 - Kinder Capers Newsletter
 - Fundraising Notices
4. All committee correspondence to these pockets must be passed by either the Executive and/or General Committee prior to distribution
5. Any informal correspondence from staff, committee and parents i.e. items for sale, business advertising, community notices etc, are to be placed on the community notice boards located in each classroom. Len Jeffrey Memorial Pre School does not accept any responsibility nor endorse items located on this notice board.
6. Kinder Capers is the monthly newsletter distributed to all parents providing a detailed President and Teachers Reports of current and up and coming events. It also includes dates for your diary plus any other relevant information for parents from specific committee members eg. fundraising updates and enrolment availability.

ENROLMENT POLICY

Policy statement

Values

This centre is committed to:

- Equal access for all children, based on the criteria set out in this policy
- Compliance with the Children's Services Regulations 1998
- Compliance with the DEECD funding requirements relating to the enrolment of children in government funded kindergarten places
- Maintaining confidentiality in relation to the details on enrolment forms.

Purpose

This policy will outline, for current and future users, staff and the committee:

- The criteria for enrolment at the centre
- The process to be followed when enrolling a child, and the basis on which places within the programs will be allocated.

1. Scope

This policy applies to the committee, staff, and parents/guardians who wish to have their children enrolled at the centre, or have children already enrolled at the centre.

2. Legislation

- *Children's Services Act 1996*
- *Children's Service's Regulations 1998*
- *Disability Discrimination Act 1992 (Commonwealth)*
- *Equal Opportunity Act 1995 (Victoria)*
- *Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)*
- *Sex Discrimination Act 1984 (Commonwealth)*

3. Definitions

Children with additional needs: Children whose developmental or physical condition needs specialist support

Deferrals: A child who does not attend in the year when the child is eligible for a funded kindergarten place, or officially withdraws from a centre prior to the end of Term 2. These children are considered by DEECD not to have accessed a year of funded kindergarten, and are therefore eligible for DEECD funding in the following year

DEECD: Department of Education Early Childhood Development

Eligible child: Refer to DEECD *Victorian Kindergarten policy, procedures and funding criteria 2004-2006*

Enrolment form: A form to apply for a place at the centre. This contains general details pertaining to the child in question to help staff and committee place the child in the appropriate group. Also provides contact details of the parent/guardian of the child. Please note all correspondence regarding the child will be to this person and address. This file is held confidentially by the Enrolment Officer.

Fees: A payment for a place within a program at the centre. These include enrolment deposit to reserve a place, term fees etc.

Kindergarten: Kindergarten (formerly known as preschool) is a universal early childhood program, funded by the state government, for children in the year prior to commencing primary school. (DEECD *Victorian Kindergarten policy, procedures and funding criteria 2004-2006*)

Siblings: Sisters and brothers

Vacancy: A place in a program that becomes free as a result of a child leaving the centre, or is available because all places are not filled

Vacant funded place: A government funded place at the centre from which a child has withdrawn.

4. Procedures

The staff are responsible for:

- Reviewing enrolment applications to identify children with additional needs. (Refer to *Inclusion of Children with Additional Needs Policy* for procedures to follow).
- Responding to enrolment enquiries on a day-to-day basis and referring people to the Enrolment Officer as required.
- Providing opportunities for interested families to attend the centre during operational hours to view the program.
- Participating in the annual centre open day.

The committee are responsible for:

- Approving any changes to this policy
- Responding to any questions/concerns that arise in relation to any aspect of the policy.
- Providing a secured file for the storage of completed enrolment forms. (Refer to *Privacy Policy*).
- Complying with the *Inclusion of Children with Additional Needs Policy*.
- Consulting the current and future users of the centre to determine the suitability of programs and program times offered at the centre. Any changes to programs or program times will need to consider enrolment numbers and the financial viability of proposed changes.
- Participating in the annual centre open day.

The Enrolment Officer is responsible for the day-to-day implementation of this policy, which includes:

- Providing enrolment application forms (Appendix 1), which comply with the Children's Services Regulations 1998
- Collating enrolments
- Offering places, sending receipts regarding enrolments and providing relevant paperwork to families in accordance with this policy
- Providing a monthly report to the committee regarding the status of enrolments and any difficulties encountered
- Storing completed enrolment application forms, as soon as is practicable, in a secured file
- Liaising with the Accounts Co-ordinator regarding receipting of deposit monies.
- Complying with the *Privacy Policy* of the centre
- Be sure the kinder's Enrolments Policy and Procedures is followed at all times.

General enrolment procedures

1. Application for a place

- Enrolment applications for children to attend the centre from parents/guardians will be accepted any time after the child has turned 2 years of age.
- Enrolment application forms are available from the centre and one is attached to this policy.
- A separate application form must be completed for each child, for each proposed year of attendance at the centre.
- To facilitate the inclusion of all children into the education program enrolment applications should clearly identify any additional or specific needs of the child.
- Parents/guardians of children applying for a second year of funded or three year old kindergarten must submit an enrolment application form for a second year.
- A copy of the child's birth certificate must accompany all applications. Once sighted and noted by either Staff or Committee Representative, these will be returned to you.
- All applications must be accompanied by the applicable enrolment application fee. An enrolment is not considered complete without this deposit.
- This deposit is non refundable and will be used to pay for excursions and incursions which the children participate in throughout the year.
- Completed enrolment application forms are to be forwarded to the enrolment officer at Len Jeffrey Memorial Pre School, via the Fees Box at Kinder.
- Access to completed enrolment application forms will be restricted to the enrolment officer, staff, president and secretary, unless otherwise specified by the committee.
- The applications will be entered in the waiting list using the eligibility and access criteria.
- Relevant details will be provided to the Public Officer/Secretary to enter on the membership register of the Len Jeffrey Memorial Pre School.

2. Closing dates for applications

- The closing dates for enrolment applications are as follows:
- For children in the funded kindergarten program is September 30th.
- For children in the three-year-old program is September 30th.

3. Procedure for a late application for enrolment

Applications received after the closing date will be considered in line with the eligibility and access criteria of the centre.

4. Allocation within groups

Allocation of places within groups is determined jointly by Staff and the Enrolment Officer (other representatives of the Committee if the Enrolment Officer is unavailable). Group composition is determined by gender balance, teacher input and group dynamics. Parents have the option to register days preferred or those that are not available on their enrolment form. Although every endeavour is made to cater to these requests this is not possible in all circumstances. The funded 4-5 year old program is organised according to numbers and then the 3-4 year old Pre-kinder non funded places is arranged according to staff and facilities availability.

5. Offer of places

- Places will be allocated to children based on the criteria for place allocation Outlined below Those children, in each category, will be offered a place in accordance with the date of receipt of completed enrolment.
- All offers of groups are made at the AGM in November each year. Offers of places in the 3-4 year old Pre-kinder program/s and the funded kindergarten program will be made at the same time.
- Applicants who are successful will be notified, in writing, of a confirmed place.
- Parents/guardians, who do not wish to accept the offer of a place, or withdraw their enrolment, will be requested to notify the committee in writing as soon as possible.
- Second round offers will be made if a space becomes available.
- Applicants who are unsuccessful will be notified in writing and advised of their position on the waiting list.

Note: Places will not be allocated to children until any substantial debt owed by the family to the centre is paid, or a payment plan is agreed to between the family and the centre. (Refer to *Fees Policy*).

6. Eligibility and access criteria for funded kindergarten program

The following children are eligible for attendance in the funded kindergarten program:

- Children who will have turned four years of age by 30th April in the year she/he will attend kindergarten.
- Children who have received funding for a second year of kindergarten.
- Children who were eligible to attend in the previous year but:
 - Deferred
 - Withdrew from the centre on or before the last day of Term 2.
- Children who attended the three-year-old program.
- Children turning six years of age in their year at kindergarten who have been granted an exemption from school entry age requirements by their regional office of the DEECD. (Refer to *DEECD Victorian Kindergarten policy, procedures and funding criteria 2004-2006*).

The criterion for place allocation to be used, if there are more applications than places available, is in the following order:

- Children who have received funding for a second year of kindergarten
- Children who were eligible to attend in the previous year but deferred or withdrew from the centre on or before the last day of Term 2
- Date of application.

7. Eligibility and access criteria for three-year-old children program.

Children are eligible for attendance in the 3-4 year old Pre-kinder program provided they have turned three years of age prior to commencement. Allocation of places for those children who are 3 years of age at the commencement of the Kinder year will be in the following order

- Children who the teacher has recommended an additional year in the three-year-old program.
- Date of application
- Sibling attending the centre.
- Families are able to enrol their child for one year in the 3-4 year old Pre-kinder program. Families are informed at the time of enrolment that eligibility for a second year in the 3-4 year old Pre-kinder program is determined based on the developmental needs of individual children as assessed by the teacher. Eligibility for a second year in the 3-4 year old Pre-kinder program is finalised by the end of Term 3 in line with children eligible for a second year of funded kindergarten.

For those children who turn 3 during the year the following options are available.

- Where a child turns 3 **between the 1st February and the 30th April** of that year, who are then eligible to attend the 4 year old funded program the following year parents may opt to:
 - pay the Enrolment Deposit and Term 1 fees then commence Kinder after their birthday
- Where a child turns 3 **after April 30th** of that year the child's name will be placed on the waiting list. Should a place be vacant after the child's birthday a place will be offered however this is not guaranteed.

8. Related documents

- DEECD *Children's Services Regulations 2009*
www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/CSRegulations2009-53sr001.pdf
- DEECD *Victorian Kindergarten policy, procedures and funding criteria 2010-2012*
www.eduweb.vic.gov.au/edulibrary/piblic/earlychildhood/childrensservices/kindergartenpolicy/criteria.pdf

Centre policies

- Complaints
- Fees
- Inclusion of Children with Additional Needs
- Privacy

FEES POLICY SUMMARY

1. Why fees are necessary

The DEECD provides per capita funding as a contribution toward the costs of providing the funded kindergarten program. This funding contributes to the cost of providing a kindergarten program.

Kindergarten fees are necessary because there is a shortfall between the level of government funding and the cost of operating a viable kindergarten.

There is no funding for three-year-old programs. The exception to this is programs provided in a location where families are eligible for the Commonwealth Childcare Benefit (CCB). CCB helps families with the cost of registered care. Len Jeffrey Memorial Pre School is a registered Child Care Provider, which is claimable at Centrelink if you meet the criteria as outlined in the working parents rebate form.

Parents need to be aware that kindergartens are not a free service and rely on prompt payment of fees to meet the operational costs. All parents/guardians must pay fees and the Committee has the discretion to withdraw service for non-payment of fees.

2. Fee subsidy for low income families

For the funded kindergarten program only, the DEECD provides a Kindergarten fee subsidy to a parent/guardian or child who holds a current Health Care Card /Pensioner Concession Card/Visa 786/ Visa 785 / Visa 200-217 and asylum seekers bridging visa holders A-F and families with triplets/quadruplets attending a funded kindergarten program in the same year. The subsidy is paid to the kindergarten to directly reduce fees paid by families. To obtain this the supporting documentation (Health Care Card /Pensioner Concession Card/Visa 786/ Visa 785 Visa 200-217 and asylum seekers bridging visa holders A-F) must be sighted prior to the start of each term by the Accounts Co-ordinator or the original or certified birth certificates triplets/quadruplets need to be provided to the centre.

Note: Should your card expire or your situation change and you are no longer eligible for the subsidy you will be invoiced for the full amount.

3. Fee structure

This is set out in the attached fee schedule.

4. Refunds

Fees are non-refundable except for families who provide written notice to the committee of their departure. Refunds are provided on a pro-rata basis.

There will be no refund of fees due to a child's illness; family holiday during operational times; closure of the centre for one or more days when a qualified staff member is absent and a qualified reliever is not available; closure of the centre for staff training days, or closure due to the kinder's Fire Policy.

Payment of accounts

Fees will be invoiced to families directly and must be paid by the date indicated on the invoice. (The end of the first week of each term.) Each invoice will be accompanied by payment instructions. Please note that the enrolment deposit must be received prior to the child commencing at the centre.

If you are experiencing financial hardship, please contact the Accounts Co-ordinator to discuss a payment plan.

5. Unpaid fees

Fees not paid by the due date will be followed up by:

An initial letter of warning stating fees are overdue, giving seven days for payment.

If payment is not received by the extended due date, a second letter will be issued, with attached copy of their signed Fee Payment Agreement, notifying parents that if payment is not received in seven days of the date of issue a 10% late fee charge will be added to their invoice.

Continued non-payment will result in a final letter being sent, via registered post, with attached invoice with added late fee charge. Payment in full must be received by the Accounts Coordinator within 7 days of issue or the child may be excluded or the services of a debt collector may be employed by the kinder at the expense of the family involved.

If at any time families are unable to pay they must contact the Accounts Coordinator or any member of the Executive Committee to arrange a payment plan or action will be taken inline with the Kinder's Fee Policy.

6. Late enrolments

Please note, if a child is enrolled after the start of the kindergarten year, the first instalment of fees must be received by the committee before the child can commence kindergarten.

FEE SCHEDULE

4 year old Funded kindergarten fees

Fee structure

Hours	Fee per term	Fee per year
15 Hrs	\$450.00	\$1800
Incursion Levy	\$5.00	\$20.00
Maintenance Levy*	Payable term 1	\$60.00
Enrolment Deposit	To Accompany the Enrolment Form.	\$60.00

* Maintenance Levy is payable per family not per child.

Payment of fees

Fees are to be paid per term or Instalment by arrangement.

Three-year-old Non Funded program fees

Fee structure

Hours	Fees Per Term	Fee per year
3 Hr	\$225	\$900
6 Hrs	\$450	\$1800
Maintenance Levy*	Payable term 1	\$60.00
Enrolment Deposit	To accompany the enrolment form	\$60.00

* Maintenance Levy is payable per family not per child.

Enrolment Application Fee

3-4 Year Old – a \$60.00 **non-refundable** enrolment application fee is payable upon lodgement of the enrolment form.

4-5 Year Old – a \$60.00 **non-refundable** enrolment application fee is payable upon lodgement of the enrolment form.

Late collection fee

A late collection fee may be applied to all programs, including three-year-old and funded kindergarten programs, when:

The parent/guardian is more than 15 minutes late in collecting their child. The fee will be \$5 for every 10 minutes late, or part there of, from the conclusion of the session.

FUNDRAISING POLICY

To maintain our current standard of Programs Len Jeffrey Memorial Pre School relies upon Funding from the DEECD, Fees paid by parents and Fundraising. DEECD funding which supports the 4-5 year old program, does not fund the operation of the 3-4 year old Pre-kinder program, nor does it cover all costs associated with operating a Kindergarten.

Fundraising at Len Jeffrey Memorial Pre School comprised 2 parts:

- Fundraising events supported by Parents.

Fundraising Activities

In addition to the Fundraising Levy it is anticipated that 4 major Fundraisers are run throughout the year. The timing of these fundraisers is approximately 1 per term, at the discretion of the Fundraising Committee supported by the General Committee.

All fundraisers must have the approval of the General Committee. A schedule of events is to be determined at the start of each year and the General Committee must be kept informed of any changes to this and approve of all events planned.

Payment of Fundraising Monies

All money paid to kinder is to be placed in the locked metal boxes in each room. Direct Deposit or Cheques are the preferred method of payment. If cash payment is made please ensure that the correct amount is in the envelope. A receipt is to be completed for each deposit made.

GRIEVANCE PROCEDURE

Objective

The object of the Grievance Procedure is to resolve any disputes under the rules between:

A member and another member (ie. parent, staff and/or committee members) or

A member and the incorporated association (ie. between parents, staff and/or committee members and the Len Jeffrey Memorial Pre-School).

Grievance Sub Committee

A Standing Grievance Committee will be established to investigate and facilitate the resolution of any disputes of the nature described above.

The Grievance Sub Committee shall comprise three (3) persons drawn from the committee of Management of which one will be the President. The Committee may change the composition to the Sub Committee at any time provided the Sub Committee remains constituted by the Committee of Management Members.

The President will be the Grievance Officer. The name and phone number of the President, as well as other committee members, is displayed on a notice board in each room. The role of the Grievance Officer is to receive any grievances submitted to the Committee and to ensure the Procedure described below is carried out.

Procedure

Initial contact should be made with the party concerned. If the issue cannot be immediately resolved a member may initiate a grievance in respect of dispute of a type described above by documenting the grievance in writing and lodging it with the Grievance Officer.

Upon receipt of the grievance, the Grievance officer must call a meeting of the Grievance Sub Committee within 14 days.

Prior to the meeting the Grievance Officer must investigate the grievance including interviewing any person whom may be the subject of the grievance or have some knowledge relevant to it.

The Grievance Sub Committee must offer the member who lodged the grievance and any member who may be the subject of the grievance, an opportunity to be heard and to submit any other matters relevant to it.

The Grievance Sub Committee must decide whether any action under the rules or otherwise should be taken arising from such a grievance and advise the Committee of Management of such.

The Committee of Management at the next scheduled meeting, may confirm, modify or reject the decision of the Grievance Sub Committee. The decision of the Committee of Management will be final.

All parties to the dispute including the member who lodged the grievance must be advised in writing of the Committee of Management's decision.

Provision

This Procedure is not intended to alter a member's rights arising out of any other rules under the Constitution.

HOT DRINKS POLICY

General guidelines for the preparation of hot drinks

Hot drinks are to be prepared in kitchen area.

Hot drinks may be consumed in kitchen and office area according to criteria outlined in these guidelines.

Hot drinks are not to be taken into children's rooms, outdoor areas or any other area accessible to children whilst children are in attendance.

This is a DEECD mandate. Any drinks consumed in the same room as children put the Kinder in breach of our funding requirements.

MAINTENANCE LEVY POLICY

Len Jeffrey Memorial Preschool has, as part of its fee structure, introduced a "Maintenance Levy" in September 2008. At present, parents are not required to attend the working bees if they elect, hence the maintenance levy being reintroduced by the kindergarten's Committee of Management. This payment of \$60 will be waived if parents elect to attend at least one working bee or complete other approved assistance at the kinder as determined by the committee of management. The working Bee or assistance must consist of approximately 2 hours of work. The working bees are held each term and are organized by the Maintenance Coordinator.

The levy was implemented to relieve parents of the requirement to attend working bees by making a contribution to the Kinder's operating budget, allowing us to employ contractors to undertake regular and irregular maintenance.

Only one parent from each family is required to attend for 2 hours, however other adult family members and children are encouraged and welcome to attend.

MONEY HANDLING PROCEDURE

In relation to all payments made to Len Jeffrey Memorial Pre School.

Each room is to have a metal lockable tamper resistant box. Keys for boxes are to be held by the Accounts Co-ordinator and the Treasurer. Each box is to be emptied at least weekly more often if required. Boxes are to be opened in the presence of another Committee Member or Member of Staff.

Payment of Money

Fees

Direct Deposit is to be encouraged as the preferred method of payment followed by cheque. Direct Deposit details are provided on the fees invoice. Cash will be accepted if no alternative, due to security reasons. Remittance Advice forms are to accompany payment. A receipt book is next to each box. Any payment made to kinder regardless of form must contain a receipt filled out by parents. This receipt will be returned to parents within 7 days of the end of the week payment was made, signed by the person collecting the money. This receipt is to contain the following information:

- Date
- Parent and Childs Name,
- amount and reason of Payment
- Parent Signature.

Fundraising Money

Direct Deposit or Cheques are to be the preferred method of payment. Cash payments must be made by the due date of the fundraiser. Direct Deposits must contain the family name and fundraiser. A receipt book is next to each box. Any payment made to kinder regardless of form must contain a receipt filled out by parents. These receipts will be returned to parents within 7 days of the end of the week payment was made, signed by the person collecting the money. This receipt is to contain the following information:

- Date
- Parent and Childs Name,
- amount and reason of Payment
- Parent Signature.

Collection of money by Committee Members

Boxes are to be emptied at least weekly, more often as required. The key to these boxes are to be held by the Accounts Co-ordinator and the Treasurer only.

Boxes are to be emptied by the Accounts Co-ordinator and Treasurer at the same time. If this is not practical the boxes are to be opened in the presence of another Committee Member or Staff Member.

The person collecting the money must count the money to verify the information on the receipt is correct. Once checked this person is to counter sign the receipt and place receipt back in the child's pocket as within 7 days of the end of the week money paid to kinder. Any discrepancies in amounts are to be reported to the person paying the money immediately and noted on receipt. Money should be double counted by both people emptying the box.

Fees

Money to be taken by the Accounts Co-ordinator for processing. Refer to Fee Payment Procedures.

Any discrepancies between amount written on the envelope and that inside are to be taken up with the parent involved immediately.

Money to be given to Treasurer for banking at least weekly.

Money should be ready for banking with a statement of Deposits and Profit and Loss for the period. A second copy of the Deposit and Profit and Loss is to be maintained by the Accounts Co-ordinator for future reference.

Deposit list and Profit and Loss should balance.

Treasurer to count money and bank according to normal banking procedure.

Fundraising

All money to be taken by the treasurer.

Envelopes to be passed onto the relevant fundraising person for reconciliation.

Amounts given to treasurer are to be written on the front of the Fundraising Summary Sheet. These amounts are to balance with money deposited by treasurer.

Any discrepancies between amount written on the envelope and that inside is to be taken up with the parent involved immediately.

At the end of the fundraiser banking deposit books are to be reconciled with the Fundraising Summary Sheet by independent Executive Committee Member.

Refer to the Fundraising Policy for further details.

SUN SMART POLICY

Our Sun Smart Policy has been developed to ensure that all children attending this Centre are protected from skin damage caused by the harmful UV rays of the sun. It is to be implemented throughout the year with particular emphasis on Terms 1 (January to April) and Term 4 (October to December).

As Part of general Sun Smart strategies:

- The centre will require children to wear hats that protect the face, neck and ears whenever they are outside from 1st September to 30th April.
- Children who do not have their hats with them will be asked to play in an area protected from the Sun
- Children will be encouraged to use available areas of shade for outdoor play activity
- The management committee will ensure there are sufficient number of shelters and trees providing shade in the centre grounds

Excursions and all other outdoor activities will be scheduled before 11am and after 3 pm daylight saving time whenever possible. The availability of shade will be considered when planning excursions and outdoor activities. Staff and parents will act as role models by:

- Wearing appropriate hats and clothing
- By using SPF15 (or higher) sunscreen for skin protection
- Seeking shade whenever possible

SPF 15 (or higher) broad spectrum, water-resistant sunscreen will be provided for staff and children's use as necessary. Learning about skin and ways to protect skin from the sun will be incorporated into the programmed activities.

The Sun Smart policy will be reinforced in a positive way through parent newsletters, noticeboards and meetings.

Staff and parents will be provided with educational material on sun protection.

COMMITTEE POSITION DESCRIPTIONS

EXECUTIVE COMMITTEE ROLES

PRESIDENT

The president is the chief spokes person for the preschool and is responsible for the management and operation of the preschool.

Duties include:

- Preparation of committee meetings and agendas in conjunction with the executive and teachers
- Chair committee and executive meetings and ensures correct procedures are followed and appropriate records are maintained
- Primary liaison between staff, committee and parents
- Ensure the constitution is followed
- Keep informed of the activities of all committee members and sub-committees
- Act as grievance officer together with executive committee
- Kindergarten Parents Victoria (KPV) representative
- System Administrator for CCS software

VICE PRESIDENT

- Accept responsibility for all the duties of the president if absent
- Assist the president in conduct of duties
- PR and publicity responsibilities
- Organising Open Day (with sub committee)
- Updating Incorporation of Association
- Responsible for alternate years inventory listing (stocktake)

SECRETARY

- Being a "Responsible Person" as defined by Children Services Act 1998
- Records and distributes all incoming and outgoing correspondence
- Maintains the registration of the preschool with DEECD and the Office Of Fair Trading in accordance with Amended Association Incorporation Act 1981
- Prepares agendas in conjunction with executive
- Secretary to organise AGM with a sub committee

TREASURER

- Is a "Responsible Person" as defined by Children's Services Act 1998
- Financial controller for the preschool
- Prepares annual budget and updates monthly
- Presents monthly and annual statements to the committee, including financial report for fundraising monies.
- Payment of all accounts – with co-signatories
- Maintains appropriate financial records
- Liaise with external book keeper, providing necessary figures and paperwork to prepare and lodge BAS, FIR and annual tax returns.
- Arranges for conduct of independent financial audit
- Works closely with Accounts Co-ordinator to monitor fees received

ENROLMENT OFFICER

- Manage the enrolments of children in the preschool
- Maintains group lists for teachers
- Maintains waiting lists and informs parents of vacancies
- Liaise with parents and Accounts Co-ordinator
- Maintains confidentiality of all information supplied by parents
- Submission of enrolment details to Dept Human Services
- Assist teachers to create class rosters at end of year
- Information mail-out prior to commencement of Kinder year
- Utilise CCS software to create and maintain enrolment information
- Update and maintain relevant information, notices, documents and forms in kinder rooms
- Information regarding child's sessions for the following year and relevant information to be compiled and given to each parent at the AGM

PAY ROLL OFFICER

- Manages payment of staff wages, superannuation, sick leave, etc
- Coordinates with 'payline'
- Maintains employment records
- Maintains work cover records
- Informs treasurer of payments eg. salaries, super, work cover
- Keep informed of changes to awards
- Draws up staff contracts annually and file appropriately
- Responsibility for finding replacement staff or cancellation of session in consultation with the president

GENERAL COMMITTEE ROLES

MINUTE SECRETARY

- Records the minutes of committee meetings and distributes to committee members within 2 weeks of meetings
- Posts copy of minutes on notice boards for parents and retains file copy

FUNDRAISING AND SOCIAL EVENTS COORDINATOR

- Organises and coordinates all fundraising and social activities with the assistance of the subcommittee

MAINTENANCE OFFICER

- Organises the conduct of emergency and regular maintenance activities for the preschool
- Liaise with the shire council for building maintenance and capital works in consultation with president
- Arrange working bees once per term
- Co-ordinate's maintenance assistant's mowing schedule

ACCOUNTS COORDINATOR (Assistant to Treasurer)

- Responsible for receipts and ensures banking of all monies
- Advise parents when fees are due
- Collects money (including fundraising monies), issues receipts, process applications and deposits fees daily or weekly as appropriate
- Enter payment details into computer and copy to treasurer
- Follow up on non payment of fees
- Maintains confidentiality of all information supplied by parents
- Reports fortnightly to enrolment officer
- Update and maintain relevant information, notices, documents and forms in kinder rooms

KINDER CAPERS EDITOR [NEWS LETTER]

- Collate, edit and publish monthly news letter, Kinder Capers
- Maintains Kinder website

POLICY AND PROCEDURES SECRETARY

- Ensure the policy and procedure manual is maintained and conduct systematic reviews of existing policies to ensure relevance
- Update and maintain relevant information, notices, documents and forms in kinder rooms

PURCHASING OFFICER

- Economical purchase of consumables and other items required as directed by the teachers and committee
- Responsible for petty cash in consultation with treasurer

UNIFORM COORDINATOR

- To promote/display clothing, accept orders, purchase stock and distribute Kinder clothing
- Update and maintain relevant information, notices, documents and forms in kinder rooms

NON-VOTING COMMITTEE ROLES

COMMUNICATIONS CO-ORDINATOR

- Liaise with the President, Secretary, Teachers and Fundraising committee to determine dates for Kinder calendar. These dates will include such things as AGM, Orientation Day, major fund raising nights etc.
- Liaise with other community organisations to ensure that we are not conflicting with any of their proposed activities.
- Maintain and update Kinder calendar
- Maintain and update email addresses for Kinder families
- Receiving notices from teachers and forwarding via email to appropriate kinder families
- Planning the content for Parent Information Night with the Teachers and President
- Sending out invitations for Information Night
- Conducting the Information session with Teacher

BOOK CLUB COORDINATOR

- Responsible for the ordering and distribution of book club orders through Scholastic Books

GRANTS CO-ORDINATOR

- Compile a project/asset wish list with staff and committee.
- Source possible grants and present to executive committee for approval
- Understand and complete all stages of grant application including
 - attending necessary grant information sessions
 - sourcing quotes, referrals, support and any relevant documents and photos
 - fulfil any responsibilities in accordance with acceptance of grants.
- Report to committee regularly through the application process and seek committee approval for all applications, acceptance criteria and kinder commitments at committee meetings.