



# **Brentwood Preschool Parent Information Booklet 2025**

**Brentwood Preschool Association Inc.  
60 View Mount Road, Glen Waverley, 3150  
Phone: 9560 2735  
Mobile: 0452 229 780**

**[glen.waverley.brentwood.kin@kindergarten.vic.gov.au](mailto:glen.waverley.brentwood.kin@kindergarten.vic.gov.au)**

**[www.brentwoodpreschool.com.au](http://www.brentwoodpreschool.com.au)**

ترحيب (Arabic)

καλώς ορίσατε (Greek)

Chào mừng (Vietnamese)

欢迎 (Chinese)

ברוך הבא (Hebrew)

आपका स्वागत है (Hindi)

welkom (Dutch)

selamat datang (Indonesian)

benvenuto (Italian)

## **Welcome to Brentwood Preschool! Hola!**

We look forward to you joining our kinder community and hope that your family enjoys their time at Brentwood Preschool.

We strive to ensure all children and adults at Brentwood are treated equitably and with respect, regardless of their background, ethnicity, culture, language, beliefs, gender, age, socioeconomic status, level of ability, additional needs, family structure or lifestyle.

Thank you for taking the time to read our Information Booklet.  
An interpreter is available should you require it.

We hope you find it useful in gaining an understanding of Brentwood Preschool. Please keep it in a safe place and use it for future reference. If you have any queries please ask one of the members of our Committee of Management or one of our educators.

accueil (French)

歓迎 (Japanese)

환영 (Korean)

willkommen (German)

powitanie (Polish)

bienvenido (Spanish)

நல்வரவு (Tamil)

ยินดีต้อนรับ (Thai)

karşılama (Turkish)

## CONTACT & LICENSING INFORMATION

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### **Brentwood Pre School Association Inc.**

60 View Mount Road, Glen Waverley, 3150

Phone: (03) 9560 2735

[glen.waverley.brentwood.kin@kindergarten.vic.gov.au](mailto:glen.waverley.brentwood.kin@kindergarten.vic.gov.au)

[www.brentwoodpreschool.com.au](http://www.brentwoodpreschool.com.au)

<b>ABN</b>	57 359 841 140
<b>Consumer Affairs Victoria Registration No</b>	A0008946L
<b>Licence Number</b>	3713
<b>Approved Provider</b>	Brentwood Pre School Association Inc
<b>Approval Number</b>	PR-00001383
<b>Name of Service</b>	Brentwood Kindergarten
<b>Service Number</b>	SR-00003845
<b>Educational Leader</b>	Mrs Tanya Millar
<b>Nominated Supervisor</b>	Mrs Tanya Millar

## PROGRAM TIMES

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### **3-4 YEAR OLD GROUP**

15 hours in total

Monday 9:00am-3:00pm

Tuesday 9:00am-12:00pm

Friday 9:00am -3:00pm

### **4-5 YEAR OLD GROUP**

15 hours in total

Tuesday 1:00pm-4:00pm

Wednesday 9:00am-3:00pm

Thursday 9:00am-3:00pm

### **TERM DATES**

Term 1: January 28<sup>th</sup> to April 4<sup>th</sup>

Term 2: April 22<sup>nd</sup> to July 4<sup>th</sup>

Term 3: July 21<sup>st</sup> to September 19<sup>th</sup>

Term 4: October 6<sup>th</sup> to December 19<sup>th</sup>

\* Please note the below dates are organisational (educator only) days, children do not attend.

\***Tues 28<sup>th</sup> January**

\***Thur 30<sup>th</sup> January**

\***Fri 31<sup>st</sup> January**

\***Wed 17<sup>th</sup> December**

\***Thur 18<sup>th</sup> December**

\***Fri 19<sup>th</sup> December**

**INTERVIEW DATES 2025**

Please see your information pack handed out at the AGM for when you will attend.

**3 Year Old Group**

Friday 31<sup>st</sup> January 2025

**4 Year Old Group**

Wednesday 29<sup>th</sup> January 2025

**First session both groups: Tuesday 4<sup>th</sup> February 2025**

**PUBLIC HOLIDAYS WITHIN SCHOOL TERMS (NO KINDER)**

Labour Day:	Monday 10 <sup>th</sup> March
Anzac Day:	Friday 25 <sup>th</sup> April
Monarch's Birthday:	Monday 9 <sup>th</sup> June
Melbourne Cup Day:	Tuesday 4 <sup>th</sup> November

## PHILOSOPHY

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Brentwood Preschool is a place where children, families and educators are valued. Children's safety and wellbeing is paramount and will be fostered through our child safe culture, responsive relationships, engaging experiences and safe and healthy environment. We believe kindergarten is a special time in a child's life and a place where children are recognised as being effective and competent learners.

**Our play based curriculum: supports the Victorian Early Years Learning and Development Framework (VEYLDF) along with the National Early Years Framework (EYLF) and is based on the following principles.**

- Optimal learning occurs within a stimulating indoor/ outdoor learning environment all year round
- All children are individual and are empowered when given choices and opportunities to explore their own ideas, see meaning in what they are thinking and solve problems through open-ended play experiences
- Children are citizens of our community with rights and responsibilities for being valued as constructive contributors to our kindergarten community
- Every child has the right to experience success in their learning and development
- Secure attachments and trusting relationships are the fundamental foundations for learning
- Children have opportunity to become caring citizens and motivated learners who are able to enjoy respectful, positive relationships with others now and throughout life
- Our learning environment respects and values diversity of individual learning styles, abilities, interests, heritage and values of individuals and families in our community

**Our kindergarten values collaborative relationships with families and respects that parents are the first and foremost teachers of their children. Our Educators work in partnership with families to achieve common outcomes for all children. In our work with parents we:**

- Understand respectful and caring relationships contribute to the delivery of effective learning experiences
- Recognise parents as the child's first and most influential teachers;
- Use each families understanding of their child to support shared decision-making about each child's learning and development
- Respect, celebrate and value the individual backgrounds and unique culture and customs of families
- Communicate each child's learning along with group learning through formal and informal discussions, portfolios, program diary, reflections and electronic communications.
- Encourage families (including extended family members) to become actively involved in our program

**We view our kindergarten community as part of our wider local community. We believe it is important to:**

- Support children and families to connect with each other
- Connect with local child and family support services
- Connect with and develop relationships with local services in the community

- Value and understand our Australian Aboriginal and Torres Strait Islander culture along with the diverse cultures of our current families
- Contribute to the ongoing training and development of high quality educators and teachers through welcoming pre- service teacher placements.
- Support the inclusion of work experience school students in the educational program.

Our centre is committed to making the world a safer and greener place for all and believes in encouraging sustainable living practices and healthy lifestyles amongst our children and families. Emphasis is placed on the use of natural and recycled materials, wise water usage, recycling, composting and creating a strong sense of responsibility for all living things through hands on caring for animals and plants.

At Brentwood we are committed to employing qualified and experienced educators. The development of professional knowledge is supported to provide the best possible learning and development opportunities, reflecting Early Childhood Australia's Code of Ethics.

Our children state they are happy 'playing with friends', 'seeing my teachers', and that 'my friends come here', upholding our intent that each child is happy and excited to attend, and that all families feel valued and develop a sense of belonging.

'My mum hugging me at kinder in the morning makes me happy' – 3y/o 2024

## **OUR COMMITMENT TO CHILD SAFETY**

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Our organisation is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our thorough policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our organisation has thorough human resources and recruitment practices for all staff and volunteers.

Our organisation is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the

cultural safety of First Nations children, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Our child safety officer is Tanya Millar who can be contacted on 0452 229 780 or at [tanya.brentwood@kindergarten.vic.gov.au](mailto:tanya.brentwood@kindergarten.vic.gov.au) for any child safety concerns.

If you believe a child is at immediate risk of abuse, phone 000.

## PROGRAMS

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Our programs follow the Victorian Early Years Learning and Development Framework (VEYLDF) along with the Early Years Learning Framework for Australia - Belonging, Being, Becoming (EYLF). Both documents are available to be viewed online by following the links at [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au) or [www.deewr.gov.au](http://www.deewr.gov.au). At various times of the year, incursions and possibly excursions are planned as an extension of the kindergarten program. They may include visitors to the pre-school, e.g. drama programs, animal visits. **Incursion and excursion costs may be applicable.**

### **3 year old Program**

- 15 hour weekly program
- Community Walks
- Exciting Incursions

### **4 year old Program**

- Early Childhood Language Program teaching Spanish
- Off site Bush Kinder
- Exciting Excursions and Incursions

## EDUCATORS

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All educators at Brentwood are qualified early childhood professionals. All educators have up-to-date first aid, CPR, Epipen, asthma and anaphylaxis qualifications. Educators complete regular professional development and training, and update all qualifications as required. All educators have current Victoria Police and Working With Children checks or VIT registration

### **Educational Leader/4-5 Year Old Teacher – Tanya Millar**

Tanya has a Bachelor of Early Learning, and varied experiences in the early childhood sector. She believes children learn best when they are encouraged to develop their sense of wonder through open ended learning. Tanya is also the Nominated Supervisor for our licence with the Department of Education and Early Childhood Development.

### **3-4 Year Old Teacher– Susan Natoli**

Susan has a Diploma and a Bachelor in Education and many years of experience in kindergarten teaching. Her welcoming smile & enthusiasm for education is a great asset for Brentwood.

### **Language Teacher - Paty Bedian**

Paty has a Bachelor of Early Childhood and has worked in Early Childhood for over 15 years as both a teacher and language teacher. She teaches Spanish in the 4-5 year old group through play based activities, games and song, supporting children to expand their worldview as they embrace different ways of being through language.

### **4-5 Year Old Educator - Michelle Phillips**

Michelle holds a Diploma of Community Services – Childcare, and has over 25 years experience in Early Childhood Education. She enjoys supporting children to learn, develop, make new discoveries and to confidently navigate their way through their preschool journey.

### **4-5 Year Old Educator - Kirsten Haynes**

Kirsten holds her Cert III in Early Childhood Education and loves being at Brentwood and especially enjoys spending time with the children and being part of their growth and discovery of themselves and the world around them.

### **3-4 Year Old Educator - Angela Catania**

Angela holds a Diploma in Children Services. Angela has a love of playing with children and helping them learn through those experiences.

### **3-4 Year Old Educator - Derina Mafodda**

Derina had been working at Brentwood as an additional assistant for several years, and joined our team in 2024. She has just completed her Certificate 3 in Early Education and Care. Derina has become a much valued member of the kinder community through her interactions with the children and families.

### **ADDITIONAL ASSISTANTS**

At times within the program an additional assistant may be employed through the Kindergarten Inclusion Support (KIS) Program to help facilitate the inclusion of a child with additional needs in the kinder environment. The additional assistant works in cooperation with the educators and all children in the group.

### **STUDENT TEACHER PLACEMENTS, WORK EXPERIENCE STUDENTS & VOLUNTEERS**

Brentwood recognises the importance of contributing to the ongoing training and development of high quality children's services educators by accepting student teacher placements in our centres. Student teachers are supervised by our educators and their placement coordinator and are not permitted to be alone with children at any time. Acceptance of students is always dependent upon the present needs of the children.

Brentwood supports the inclusion of work experience school students in the educational program. This can be arranged upon request from a school liaison officer and in consultation with our Nominated Supervisor. Our centre may also accept placement of volunteers, following an investigation of their commitment and personal qualities, background and attributes. All volunteers must hold Police and Working With Children checks.



## GENERAL INFORMATION

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To assist your child with the transition into kinder, our program begins the year with interviews/orientation sessions. This allows time with each child and family, thus enabling the children to more quickly develop trust and relationships with the staff and feel secure within the environment. In your Information Pack is information noting the time for you and your child to attend an Interview and following sessions. We are happy to work with families, in what will be best for your child.

### WHAT FOOD TO BRING

#### ● 4-5 year old group

Your child will require morning tea and lunch, along with a whole piece of fruit to share for afternoon tea. Please send in a container clearly marked with your child's name. A clearly named drink bottle should also be sent along with WATER ONLY.

#### ● 3-4 year old group

Educators will advise families at the interview/orientation day what needs to be brought in for the children's morning tea/lunch.

Please ensure any containers/lunch boxes are clearly marked with your child's name on it and which may be easily opened by your child. Please also consider foods and utensils that your child can eat and use independently.

Children are also asked to bring in a clearly named drink bottle with WATER ONLY.

#### What to bring in 3yo

- One labelled lunch box with both snack and lunch inside
- One labelled water only bottle
- One labelled pillowcase to be left in kinder bag for rest periods (if children rest on cushions provided)
- Kinder hat and bag which will be provided by the kinder. Please use the hat provided as they are sunsmart hats. Also please use the kinder bags provided as we find this style of bag supports the children's independence with finding belongings in their bags and putting items back into their bag.

**All food** sent to kindergarten should be healthy and nutritious everyday foods, such as fruit, sandwiches, yogurt, rice, pasta, cheese, vegetables, sushi, dry biscuits, healthy muffins. In hot weather, consider freezing the water or putting a cold pack in the lunch box to keep it fresh and cool. Leftovers will be sent home in your child's lunchbox to show you how much they have eaten. Please save sometimes foods such as chocolate, lollies, chips, and biscuits for a treat at home.

**Please support our risk minimisation plan and refrain from sending nut products** in your child's lunch or morning tea. Peanut butter, nutella, nut bars all pose a threat to children with anaphylaxis. Please refer to our Anaphylaxis Policy, a copy of which is available in the foyer or on our website.

### BIRTHDAYS

We acknowledge the importance of special occasions such as birthdays in a child's life and invite you to celebrate your child's birthday at preschool with a cake, cupcake or other treats. Should you wish to do this, please provide enough for all the children to share. Your family is more than welcome to join us. Please support our risk minimisation plan by providing a list of ingredients and refrain from sending any nut products.

### HATS AND BAGS

All children attending the 3 year old group will be given a sun hat and kindergarten bag at the commencement of the year. We ask that the children use these rather than bringing their own bag and hat from home. Our hats meet the requirements of our Sun Protection Policy, a copy of which is available on our website. Hats must be worn on any day the UV Index exceeds 3. If your child loses their hat during the year, a new one may be purchased from the kinder for \$10.00.

The bags allow for independence with looking after belongings as they are large and easily opened by the children.

Children moving into the 4 year old group can retain their hat, and use a backpack if preferred.

### **CLOTHING AND SHOES**

Your child should wear comfortable and safe clothing and shoes, appropriate to the weather and activities during their day at preschool. Educators will try to ensure children are dressed appropriately for the weather at all times. As part of our indoor/outdoor policy, during the session children will go outside for part of each session so a warm coat is often required in winter.

Children also need comfortable clothes that allow them to develop self help skills for dressing and undressing. Your child will be encouraged to wear protective clothing for messy activities such as painting. Please send along a change of clothes for your child. We have limited spare clothes but children often feel more comfortable in something of their own should the need arise.

Shoes must be safe for your child to run and climb in. Shoes need to have a good grip so there is no risk of tripping or slipping. Runners with good grip are the most appropriate. Shoes such as crocs, thongs and dress shoes are inappropriate for playground wear.

At Brentwood Preschool you have an option to buy t-shirts displaying our kinder name and logo for your child. The t-shirts are \$25 and come in a variety of colours purple, blue, red, pink and green. This is a fundraising initiative for the kinder, if you would like to purchase a t-shirt(s) please contact our Fundraising Officer, Email: [fundraising.brentwood@kindergarten.vic.gov.au](mailto:fundraising.brentwood@kindergarten.vic.gov.au) for more information and to organise the purchase.

### **SUN PROTECTION**

Our centre is a member of the Sunsmart Early Childhood Program. We have a comprehensive Sun Protection Policy, a copy of which is available on our website. As part of that policy, the responsibility for protecting children from sun damage is shared between educators and parents.

Educators will:

- ensure that when outside, all children wear an appropriate wide brimmed hat (provided by the kinder) when UV is 3 or over
- assist children to apply a broad spectrum water-resistant sunscreen lotion rating not less than 30+
- include in the program discussions about sun protection and encourage children to be independent in sun safe behaviour
- model sun-protective behaviour

We ask parents/guardians to:

- dress your child in appropriate sun protective clothing including shirts/dresses with sleeves
- apply a broad spectrum water-resistant sunscreen lotion rating not less than 30+ to your child before you arrive at kinder
- ensure hats given to you by kinder remain in your child's kinder bag
- sign permission on the enrolment form for educators to apply sunscreen to your child's skin
- provide SPF 30+ broad spectrum water-resistant sunscreen if your child is unable to tolerate kinders sunscreen. Please clearly name, then leave with educators along with signed consent.
- model sun-protective behaviour yourself. **Parents volunteering at kinder are required to wear a hat, sunscreen and sun protective clothing.**

### **SIGN-IN/OUT SHEETS**

Parents are legally required to note the time of arrival/departure of their child from the centre and to initial each entry. This is to be done in our sign in book located on the sign in table.

## **PERSONS AUTHORISED TO COLLECT CHILDREN**

On your child's enrolment form you must provide the names, addresses and telephone numbers of persons over the age of 18 authorised to collect your child. Children may only be collected and signed out of the centre by people nominated by their parent/guardian as being authorised to collect their child. It is your responsibility to notify the centre of any changes to the authorisation.

There is a specific Authorisation Procedure to be followed if you require someone other than an authorised person to collect your child. This procedure is contained in our Delivery and Collection of Children policy, a copy of which is available on our website.

## **CUSTODIAL AND RESIDENT CONFLICT**

Parents who wish to restrict another parent or family member from collecting their child must provide a certified copy of any court order to the centre upon enrolment or immediately following issue by a law enforcement agency. Educators will respect and adhere to the restrictions stated in the order while respecting each individual's right to privacy.

## **USE OF PHOTOGRAPHY**

Our service follows the National Model Code for taking images or videos of children.

Educators will take photos of children as part of the program. These images are shared within the service in program documentation and on our digital communication platform. If images are to be used outside of the service, such as for advertising or promotional purposes, additional consent will be sought. Please ensure where you have access to photos that include other children at the service that you are respectful of the privacy of those children and their families.

## **AUTHORITY FOR TREATMENT**

A child may only be enrolled at preschool when the parent/guardian has authorised the service to seek emergency, medical, hospital and ambulance service. All costs involved in emergency medical treatment are the responsibility of the parent. If the Nominated Supervisor or Responsible Person of the kindergarten authorises ambulance attention, transport or medical treatment, the parent will be notified as soon as possible by that person.

In the case of an incident requiring an ambulance or doctor, the Nominated Supervisor or Responsible Person will immediately authorise such help. Parents must agree to this upon enrolment. We recommend your family join Ambulance Victoria. In the event of a child requiring transportation by ambulance to hospital, a staff member will accompany the child in the absence of a parent.

## **INJURIES**

If a child sustains an injury at the service, first aid is administered immediately and the parent is informed of the incident. All incidents are recorded and parents are asked to sign these forms. Small knocks and scrapes will be reported to the parent at collection time. If the incident is serious and/or requires parent or medical assistance, a parent will be notified as soon as possible after the incident.

Serious incidents, where a child requires medical treatment immediately or at a later date will also be reported to DET as required by law.

Our kinder does not have accident insurance to cover accidental injuries sustained by children. The kinder will not cover any out of pocket medical expenses and other costs associated with accidental injuries sustained by children at kinder. All out of pocket medical expenses and other costs must be borne by the family. In this regard we recommend you take out private health insurance or specific accident insurance for your child.

Additional information is contained in our Administration of First Aid Policy and our Incident, Injury & Trauma Policy, copies of which are available on our website.

## **NOTIFICATION OF SICK DAYS**

If your child is going to be away from preschool due to illness please notify the centre of this absence and the reason for the absence. This helps with awareness of infection risks.

Phone: 9560 2735

## **DEALING WITH SICK CHILDREN**

The problem of sickness and infectious diseases is very serious, especially when so many children are in contact with each other. If your child becomes ill at the centre, staff will contact you immediately and ask you or your nominee to come as quickly as possible to collect your child.

In accordance with our Dealing with Infectious Diseases Policy, a copy of which is available in the foyer or on our website, if a child has an infectious disease, they will be excluded from the centre for the minimum period stipulated by the Victorian Department of Health. The timetable for exclusion can be located at

<https://www2.health.vic.gov.au/about/publications/factsheets/immunisation-exclusions-schools-children-services> A copy of the Exclusion Table is also on display in the foyer.

## **ADMINISTERING PUFFERS, SPACERS, NEBULISERS AND EPIPENS & OTHER MEDICATION**

You must advise our educators at the time of enrolment if your child suffers from a medical condition requiring the administration of any medication. Educators are not able to administer medication without written authority and Action Plans must be provided before a child's commencement.

If your child is asthmatic or anaphylactic you are required to supply a spacer and medication for asthma and/ or an epipen for anaphylaxis to be left at the preschool.

Please speak to one of our educators and consult the following policies:

- Administration of Medication Policy;
- Anaphylaxis Policy;
- Asthma Policy;
- Dealing with Medical Conditions Policy;
- Diabetes Policy;
- Epilepsy Policy

Copies of these policies are available on our website.

## **IMMUNISATION**

You are required to provide information regarding the immunisation status of your child upon enrolment. A copy of your child's Immunisation History Statement is required for your child's enrolment form. As of 1<sup>st</sup> November 2018, early childhood education and care services need to ensure parents and carers of children attending their service provide an updated immunisation history statement as evidence that their child continues to be up to date with immunisations while attending the service twice per year.

Information on Immunisation History Statements can be found at:

<https://www.humanservices.gov.au/individuals/enablers/immunisation-history-statements/40556>  
Any updates to the immunisation status from the DET will be provided to families when necessary.

## **NON-IMMUNISED CHILDREN**

Special procedures are to be followed by non-immunised children in the case of an outbreak of a vaccine preventable disease. If you have any questions contact your GP or Local Council or [www.immunise.health.gov.au](http://www.immunise.health.gov.au) Also refer to our Dealing with Infectious Diseases Policy which is available on our website or upon request.

## **FIRST AID**

A list of first aid and other health products used by the service is available for your information, and first aid kits can be inspected on request.

## **FAMILY INVOLVEMENT**

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We value your involvement in the program. In consultation with the educators, you are welcome to visit and spend time with your child throughout the day, as well as contribute to the program. We appreciate any relevant information you wish to share about your child to enable us to understand your child's and family's needs better. When you collect your child you are always welcome to speak with educators to discuss your child's day.

There are many ways for you to be actively involved in your child's learning, if you have a specific skill or hobby we'd love for you to share it.

Support and effort from all families is valued and essential in the running of the centre.

## **COMMITTEE OF MANAGEMENT**

You can take an active role in the centre by serving as a member of the parent Committee of Management. The Committee meets monthly to discuss matters relating to the running of the preschool, including enrolments, payment of accounts, the maintenance of the building and equipment, management of staff, and other operational issues and governance issues.

## **CONTACT DETAILS**

If you have any queries regarding the governance of the kinder or would like to know more about the committee of management and the responsibilities of each role, please contact the president for more information. Email: [president.brentwood@kindergarten.vic.gov.au](mailto:president.brentwood@kindergarten.vic.gov.au)

## **ENROLMENT**

If you have any enrolment related questions regarding the enrolment of your child for the following year or for sibling enrolments, please contact our Enrolment Officer:  
[enrolments.brentwood@gmail.com](mailto:enrolments.brentwood@gmail.com)

## **'STAY, PLAY & ASSIST' ROSTER DUTY**

We love having visitors, and welcome our parents/guardians and other family members to come to preschool to stay, play and assist. When it is your turn on the roster you will, among other things, be able to help with program activities, folding children's art work, wiping tables, setting tables for lunch and helping to clean up after activities.

## **SHARING CULTURAL EVENTS & SKILLS**

If your family celebrates special cultural events (Chinese New Year, Diwali, Greek Easter) we would love for you to share these experiences with the children. Special talents are also always welcome (for example if you can sing, dance, play musical instruments, cook or have an interesting profession). These all provide wonderful experiences for the children. Please feel free to offer suggestions or ideas of how you would like to be involved.

## **MAINTENANCE & FUNDRAISING**

To keep costs down we ask all families to participate in voluntary maintenance days. In 2024 we have allocated families one weekend throughout the year where general maintenance jobs will be carried out. Please swap with another family if you know in advance you will not be able to come on your designated weekend. We will also hold Working Bees two to three times a year, in conjunction with a family social event where possible. This is another great way of getting to know other families at

preschool and getting involved. If you have a specialised skill or tools that you are able to provide, we encourage you to let us know. Your participation at fundraising events throughout the year is also appreciated.

### **SOCIAL EVENTS**

Family open nights, morning teas, coffee catch ups, family BBQs and weekend functions all provide other opportunities for involvement and are a great way to meet with other families.

## **COMMITTEE INFORMATION**

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The Committee of Management is elected at the Annual General Meeting of the preschool held annually in November. A list of members of the Committee and other Committee information is located on our website. A copy of the minutes of the most recent Committee meeting is displayed in the foyer.

### **FUNDRAISING**

Throughout the year, fundraising activities are scheduled to help with the purchase of additional equipment and resources for the preschool or when a special item has been identified. Your assistance is always appreciated. In addition, the Committee of Management actively participates in applying for grants with which to fund bigger projects. If you have any ideas that will benefit our fundraising efforts please contact our Fundraising Officer, Email: [fundraising.brentwood@kindergarten.vic.gov.au](mailto:fundraising.brentwood@kindergarten.vic.gov.au)

### **COMPLAINTS & GRIEVANCES**

If a parent has a concern or complaint they should first talk respectfully with their teacher. If you have any concerns relating to the care of your child, a teacher, or another child, please speak with the President or Vice President or write a letter to the Committee of Management. Email: [president.brentwood@kindergarten.vic.gov.au](mailto:president.brentwood@kindergarten.vic.gov.au)

The procedure to follow if you have a complaint or grievance is set out in our Complaints and Grievances Policy available on our website. A simplified version of the process is also on display in the foyer.

If you hold concerns relating to child safety, please speak to our child safety officer, Tanya Millar, or email [tanya.brentwood@kindergarten.vic.gov.au](mailto:tanya.brentwood@kindergarten.vic.gov.au).

### **PRIVACY**

Your privacy is important to us. The way we manage your personal information is detailed in our Privacy & Confidentiality Policy available on our website.

### **POLICY DOCUMENTS**

Copies of all our policies are on our website and are available upon request.

Email: [secretary.brentwood@kindergarten.vic.gov.au](mailto:secretary.brentwood@kindergarten.vic.gov.au) Website: [www.brentwoodpreschool.com.au](http://www.brentwoodpreschool.com.au)