



Information Book 2026



KinderLink Inc. acknowledge that our children and their families learn and play on the lands of the Wurundjeri People. We acknowledge the Wurundjeri people of the Kulin Nation as the Traditional Owners and thank them for caring for this land. We pay respects to their Elders past and present.

Important Contact Information:

KinderLink Administration

Manager: Emma Newsome

Administration Assistant: Nicole Arnup

(Office located within Badger Creek Preschool)

368 Badger Creek Rd

Healesville 3777

Phone: 5962 3516

Kinderlink@gmail.com

Badger Creek Preschool

368 Badger Creek Rd

Healesville 3777

Phone: 5962 2001

badger.creek.kin@kindergarten.vic.gov.au

Haig Avenue Preschool

6-8 Haig Avenue

Healesville 3777

Phone: 5962 5357

haig.ave.kin@kindergarten.vic.gov.au

Queens Park Preschool

Queens Park, Via Don Road

Healesville 3777

Phone: 5962 4517

Mobile: 0438 638 073

queens.park.kin@kindergarten.vic.gov.au

Department of Education
North-Eastern Region Victoria

Phone: 1800 338 663

www.kinderlink.com.au

Follow us on Facebook @KinderlinkHealesville

BADGER CREEK PRESCHOOL

Combined 3- & 4-Year-old Kindergarten 3 day Echidna class of 2026:

Orientation Day Tuesday the 9th of December 2025

- SURNAME A-K -9:00am – 10:15am
- SURNAME L-Z- 10:45am – 12:00pm

Parents are required to stay with their children for Orientation Day

The first day of Kindergarten in the New Year

Transition Day:

Monday 2nd February 2026

- SURNAME A-K 9:00 am – 10:30 am
- SURNAME L-Z 12:00 pm – 1:30 pm

Parents are required to stay with their children for Transition Day

Please note: Children who are not 3 at the start of the kinder year, can only attend classes once they turn 3 – in line with Department of Education guidelines.

Combined 3- & 4-Year-old Kindergarten 2 Day Eagle Kinder class of 2026:

Orientation Day Tuesday the 9th of December 2025

- SURNAME A-K 1:00pm – 2.15pm
- SURNAME L-Z 2:30pm – 3.45pm

Parents are required to stay with their children for Orientation Day

The first day of Kindergarten in the New Year

Transition Day:

Tuesday 3rd February 2026

- SURNAME A-K 9:00 am – 10:30 am
- SURNAME L-Z 12:00 pm – 1:30 pm

Parents are required to stay with their children for Transition Day

Please note: Children who are not 3 at the start of the kinder year, can only attend classes once they turn 3 – in line with Department of Education guidelines.

- At Orientation Day, you will
 - **Hand back your completed enrolment form along with:**
 - Birth certificate
 - Any updated immunisation information/record
 - Custody papers/court rulings if applicable.
 - Meet the staff & be shown where things go
 - Receive your Transition timetable

HAIG AVENUE PRESCHOOL

3-Year-Old Kindergarten class of 2026:

Orientation Day Tuesday the 9th of December 2025

- SURNAME A-K - 12.00pm - 1.00pm
- SURNAME L-Z - 1:30pm - 2:30pm

Parents are required to stay with their children for Orientation Day

The first day of 3-Year-Old Kindergarten in the New Year

Transition Day:

Monday 2nd February 2026

SURNAME A-K -8:30am - 10:30am

SURNAME L-Z- 11:30am - 1:30pm

Parents are required to stay with their children for Transition Day

Please note: Children who are not 3 at the start of the kinder year, can only attend classes once they turn 3 - in line with Department of Education guidelines.

4-Year-old Kindergarten class of 2026:

Orientation Day Tuesday the 9th of December 2025

- SURNAME A-K -8:30am - 9:45am
- SURNAME L-Z- 10:15am - 11:30am

Parents are required to stay with their children for Orientation Day

The first day of Kindergarten in the New Year

Transition Day:

Friday 30th January 2026

SURNAME A-K - 8:30 am - 9:30 am

SURNAME L-Z - 10:00 am - 11:00 am

Parents are required to stay with their children for Transition Day

At Orientation Day, you will

- **Hand back your completed enrolment form along with:**
 - Birth certificate
 - Any updated immunisation information/record
 - Custody papers/court rulings if applicable.
- meet the staff & be shown where things go
- Receive your Transition timetable

QUEENS PARK PRESCHOOL

Combined 3- & 4-Year-old Kindergarten 2 Day Kangaroo Kinder class of 2026:

Orientation Day Tuesday the 9th of December 2025

- SURNAME A-K - 1:00pm - 2:15pm
- SURNAME L-Z - 2:30pm - 3:45pm

Parents are required to stay with their children for Orientation Day

The first day of Kindergarten in the New Year

Transition Day:

Wednesday 4th of February 2026

- SURNAME A-K - 9:00am - 11:00am
- SURNAME L-Z - 12:00pm-2:00pm

Parents are required to stay with their children for Transition Day

Please note: Children who are not 3 at the start of the kinder year, can only attend classes once they turn 3 - in line with Department of Education guidelines.

Combined 3- & 4-Year-old Kindergarten 3 Day Wombat Kindergarten class of 2025:

Orientation Day Tuesday the 9th of December 2025

- SURNAME A-K -9:00am - 10:15am
- SURNAME L-Z- 10:45am - 12:00pm

Parents are required to stay with their children for Orientation Day

The first day of Kindergarten in the New Year

Transition Day:

Monday 2nd February 2026

- SURNAME A-K - 9:00am - 11:00am
- SURNAME L-Z - 12:00pm - 2:00pm

Parents are required to stay with their children for Transition Day

Please note: Children who are not 3 at the start of the kinder year, can only attend classes once they turn 3 - in line with Department of Education guidelines.

At Orientation Day, you will

- **Hand back your completed enrolment form along with:**
 - Birth certificate
 - Any updated immunisation information/record
 - Custody papers/court rulings if applicable.
- meet the staff & be shown where things go
- Receive your Transition timetable



KinderLink 2026 class times

Centre	Monday	Tuesday	Wednesday	Thursday	Friday
Badger Creek					
Echidnas	9:00am-2:30pm		9:00am-2:30pm		9:00am-2:30pm
Eagles		8:30am – 4:00pm		8:30am – 4:00pm	

Haig Ave					
4YO Kinder		8:30am-2:30pm	8:30am-11.30am		8:30am-2:30pm
3YO Kinder	8:30am-2:30pm		1:00pm – 4:00pm	8:30am-2:30pm	

Queens Park					
Wombats	9am-2pm	9am-2pm		9am-2pm	
Kangaroos			8:30am-4pm		8:30am-4pm

IMPORTANT INFORMATION

TERM DATES FOR 2026:

Term 1	27 th January – 2 nd April
Term 2	20 th April – 26 th June
Term 3	13 th July – 18 th September
Term 4	5 th October – 18 th December

Please note that, in addition to the standard school holidays, our **kindergartens are closed on all public holidays.**

2026 STAFF CHILD-FREE PERSONAL DEVELOPMENT DAYS

Under the teaching award VECTEA 2020, staff are entitled to two child-free Personal Development days a year. All KinderLink teaching teams across our services will be taking **Monday November 2nd, 2026**, as a Personal Development Day. **There will be no kindergarten on this day** at any of the KinderLink kindergartens. Families will be notified of any additional days with a minimum of 4 weeks' notice.

FREE KINDER

The Victorian Department of Education is funding the cost of both 3- and 4-year-old programs in 2026. Unless your child is accessing funded kindergarten at another service, there will be no Term fees charged in 2026. There will still be costs associated with excursions/incursions, kinder photos, fundraising activities and other optional extras.

2026 Pre-Prep Priority Cohort

KinderLink is required to use set criteria issued by the Victorian Department of Education to prioritise enrolments when more children apply for a place at a kindergarten, than there are positions available.

The criteria includes:

- Aboriginal and/or Torres Strait Islander children
- Children from a refugee or asylum seek background
- Children who have had contact with Child Protection
- Children who were supported by Early Start Kindergarten (ESK) or Access to Early Learning (AEL) in their three-year-old kindergarten year

KinderLink also applies their own priority of access criteria on top of the abovementioned:

- Children eligible for the Kindergarten Fee Subsidy
- Children with additional needs, defined as children who:
 - require additional assistance to fully participate in the kindergarten program
 - require a combination of services which are individually planned
 - have an identified specific disability or development delay
- Multiple birth (triplets or more)
- Children from socially isolated households
- Consideration of proximity to families that do not have access to transport
- Children that have previously attended the kindergarten
- No outstanding debts with KinderLink
- Children local to Healesville/Badger Creek/ Chum Creek area or who reside within the 3777 postcode

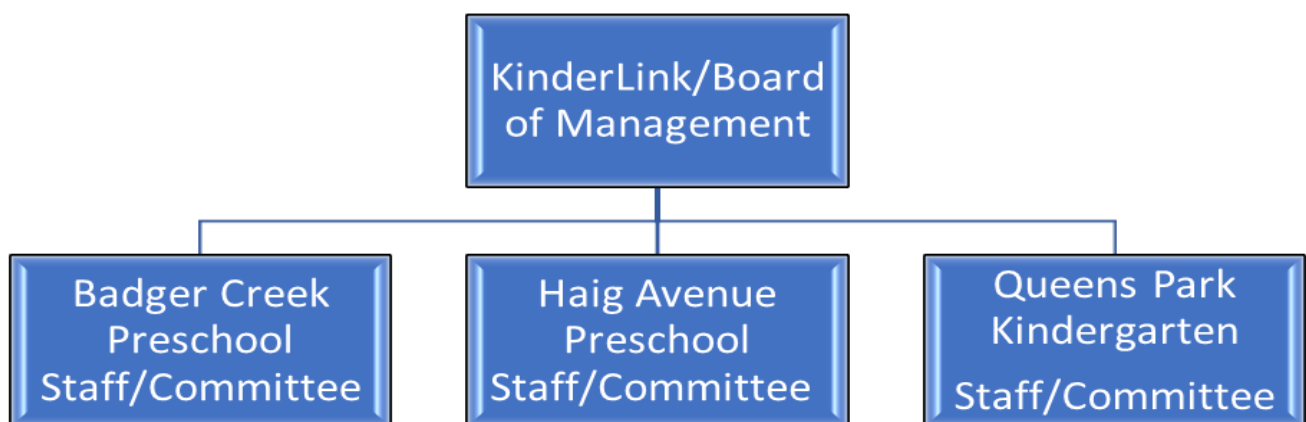
What Is KinderLink?

Established by local families in 1996, KinderLink is a not-for-profit association that manages the three Healesville kindergartens.

The KinderLink Board of Management is composed of local parents, who each represent their kindergarten. The Board is supported in its role by the KinderLink Manager: Emma Newsome and Administration Assistant: Nicole Arnup.

KinderLink is a 'cluster' of three kindergartens: Badger Creek Preschool, Haig Avenue Preschool and Queens Park Kindergarten.

The organisational structure is as follows:



Kindergarten Committees

Our kinder committees are the glue that keep our kinders operating and it is a great way to be actively involved in your child's kindergarten. Not only will you meet other parents at your child's kindergarten, but you will be able to get involved behind-the-scenes in a number of fantastic events throughout the year.

- Each year parents volunteer to help their kindergarten by joining the committee.
- The committee meet with the teacher once a month/twice a term, often just after a kinder session. Children are very welcome to attend.
- The committee discusses the current needs of the centre and any improvements or purchases that the centre may need, along with any planned events.

- Committee members consider fundraising opportunities and decide what they would like to do and when. They offer different options throughout the year.
- Any money raised is for use of that Kindergarten.
- From the committee members, three people also volunteer to be part of the Board of Management.

What does the KinderLink Board do?

- The KinderLink Board is the overarching body responsible for the governance of KinderLink and the three kindergartens it operates. The Board is comprised of kindergarten parent volunteers. Members are not required to have any expertise or previous experience in business, management, or committees; they bring their individual life experience, opinions and unique skills to their role – real life experience is often more insightful than any business degree can offer!
- Being a member of the KinderLink Board has many benefits, including getting to know other parents at your child's and the other kinders, having a say in how to improve the operation of the kinders and the direction they can take into the future, and it may be useful experience to have on your CV.
- – The Board is comprised of up to 3 parents from each kindergarten, a total of 9 parent members.
- – The Board meets once a month during school term time with the KinderLink Manager and Administration Assistant, usually on a Monday evening, at the KinderLink office and online for those who cannot attend in person.
- – Issues relevant to the business and operation of each preschool are discussed at board meetings, e.g. budget, finances, questions/requests from each kindergarten, community events and fundraising, and future plans and improvements.
- – The role of the Board is to manage the business of operating the kindergartens, including ongoing viability, employment, policies, industrial relations, and HR/stakeholder matters.

Free Kindergarten

KinderLink has accepted the Victorian Department of Education and Training funding for 2026 allowing families to access our kindergarten programs for free. If you are planning

on using the '*Free Kinder*' funding through another service, can you please contact the KinderLink office. Families are only able to utilise the funding for one service, any additional services will incur full fee costs.

Voluntary Contribution Scheme

Even with the introduction of Free Kinder, our centres still rely on the support and generosity of families and the wider community to meet the needs of children. Our kindergarten children come from a range of backgrounds and economic circumstances, and for some families, attending kinder – even free kinder – still incurs expenses beyond their means. To support these children and ensure everyone has equal access and opportunity, we will be introducing a voluntary contribution scheme in 2025. This is an entirely optional monetary donation, with all funds going directly to meet the needs of each of our kindergarten children. Voluntary contributions will help us ensure all children have the opportunity to participate in incursions/excursions, to purchase a kinder uniform, and to cover any other incidentals such as 'gold coin donation' activities. Voluntary contributions can be made at any time of the year, and all donations are gratefully accepted, no matter how small. There are no repercussions whatsoever for any who choose not to participate in the voluntary contributions scheme. Those families wishing to access funding from the voluntary contributions scheme are encouraged to have a confidential conversation with your child's kinder teacher, or with the KinderLink Manager or Administration Assistant.

No Jab No Play – Legislation.

KinderLink fully supports childhood immunisation for preventable diseases.

As of January 2016 all children enrolling and attending preschool services must be up to date with their immunisations.

You will need to provide ongoing evidence that your child's immunisations are up to date for their age, in the form of the Immunisation Status Certificate, available from Medicare or the MyGov app. You will be required to provide this certificate at least twice per year. Families with children on officially registered Catch-Up Plans are required to provide their documented Catch-Up plan and adhere to the plan.

The only acceptable documentation to provide proof of immunisation is the Immunisation Status Certificate as provided by the Australian Immunisation Register.

<https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account>

Mobile Phones and Smart Devices at Kinder

The Victorian Regulatory Authority requires approved providers to comply with the National Model Code. The National Model Code is crucial for Early Childhood Education and Care (ECEC) services to ensure the safety and privacy of children. Under the Code, only service-issued electronic devices should be used for taking photos or recording videos, thereby minimising the risk of unauthorised distribution of images. All KinderLink employees, parents, volunteers and students are required to store their phones and smart devices including watches in a lockable draw if they have them onsite. The only exception to this is if a person meets the criteria under *Essential Purpose Authorisation*. This criteria includes:

- communication in an emergency situation to ensure safety involving a lost child, injury to child or staff member, or other serious incident
- in the case of a lockdown or evacuation of the service premises
- personal health requirements for example, heart or blood sugar level monitoring
- disability for example, where a personal electronic device is an essential means of communication for an educator or other staff member
- family necessity for example, an early childhood staff member with an ill family member
- technology failure for example, when a temporary outage of service-issued electronic devices has occurred
- during a local emergency event to receive emergency notifications. This could include government warning systems such as a bushfire evacuation text notification.

In short, there are to be no mobile or smart devices used or on your person whilst in our kindergartens unless they are KinderLink issued devices. This includes taking photos or videos even if it is just your child in the image. Our teaching teams will ensure that special moments are recorded and uploaded to their communication apps such as Storypark.

[Child safe practices for digital technologies and personal electronic devices | vic.gov.au](#)

Emergency Management Plans

Each of our kindergartens has a comprehensive Emergency Management Plan covering all possible emergency threats. They are available for your review at each centre. Throughout the year we will undertake a variety emergency drills with the children to ensure we are prepared should an emergency occur.

Our centres are included on the Department of Education and Training's Bushfire At-Risk Register and will close on Code Red bushfire risk days. We will enact our Emergency Management Plan in appropriate conditions and advise families to make themselves familiar with the DET emergency closure website:

<http://www.education.vic.gov.au/about/programs/health/Pages/closures.aspx>

Educational Advice

Our university-trained, highly experienced educators are always working in the best interests of your child. If necessary, they will refer you to other professionals such as speech therapists, occupational therapists, audiologists, optometrists, etc. At times, as a child's first educational experience, developmental issues may become apparent that are able to be supported. If this occurs, a teacher may recommend that your child would benefit from a second year of 4-year-old kindergarten. This advice is not given lightly and is given with the child's educational future prioritised. We ask that you work with your teacher as a team to seek and obtain the very best options for your child. We note that under the current funding agreement with the Department of Education, children are only able to access one funded year of 3-year-old Kindergarten.

Educational pathways/networks

As an educational provider operating Early Childhood Education services, KinderLink fosters and supports strong links and relationships with our local schools.

We will support your child in best transitioning to the school you have chosen for them.

Transition Statements: teachers complete a School Transition Statement for each child in the year prior to their school attendance. This is submitted via an online portal to the school your child will be attending and you as parents. The statement includes a summary of the educational observations of your child, their skills, abilities, challenges, interests, achievements etc. The statements provide the school with all relevant information to ease and support your child's transition.

How can you get involved?

Kinder duty: Volunteer to help in the kindergarten class as often as you like – at least once a term is helpful, it is also a great opportunity to see and support your child. Some of the things you can help with may include labelling the children's artwork, helping the children with activities, assisting at snack time, supervising in the playground, assisting with packing up, and most importantly becoming involved in what your child does at kindergarten. Siblings are most welcome to join in the fun!

To meet Child Safe Standards, we require any volunteer help to have a Working with Children's Check (WWCC). The WWCC card can be obtained via [Working with Children Check](#). Volunteer applications are free of charge.

Fundraising: Each kindergarten offers many different fundraising options during the year. You can support these efforts by purchasing the products; circulating the offers/products amongst your friends, family, co-workers; helping with the organisation of a particular fundraising idea; and donating goods and/or services to the kindergarten for fundraising efforts. The funds raised at your kindergarten are used to purchase new equipment, update toys and resources, and to subsidise the cost of activities at the kindergarten such as incursions and excursions. The funds raised at your kindergarten are used only by your centre, for the benefit of your centre and child/ren.

Kinder committee: You can volunteer to be part of your Kindergarten's committee and help fundraise for your kinder.

KinderLink Board: You can also be part of the Board and help support KinderLink and the three kinder centres.

Information about your kinder

Kindergarten is the beginning of the formal education process and should be viewed as an important and valuable steppingstone into the world of learning. To make the transition from home to kindergarten as smooth and as happy as possible we have a settling in timetable for the first 2 weeks of Term 1. During this time, the children will attend in half groups.

Please note that children who are not 3 by the start of the kinder year, can attend classes once they turn 3 – in line with the Department of Education guidelines.

TRANSITION –

The very first session of kindergarten is offered to familiarise you and your child with the staff, centre, and other children they will be attending kindergarten with. Your child is shown; around the centre, their hook/locker, they will have a play while you have a quick chat with your teacher.

This session enables you to:

- Return your enrolment form (if you have not already done so) and any medical action plans
- Ask questions
- Pass on relevant information about your child
- Get to know some of the parents and children in your group

TRANSITION TIMETABLE

During the first week of term there will be a “settling in” timetable. This will consist of half groups of children attending for either a half or full session. This allows the children to settle into their new environment and routines and have more access to one-on-one time with their teachers before moving into full classes.

Some children adjust to kindergarten very quickly and for others it may take time and patience before they feel totally settled. Separating may not be easy, so it is important that you say goodbye, reinforcing that you will return at the end of the session and if possible, leave without hesitation. It is also important that you arrive on time to collect your child, to ensure that they do not become upset or distressed.

For those who find separating difficult, please speak to the staff so that we can discuss possible strategies to help with a smooth and happy separation. A child may cry as they see their parent leave, but this seldom continues once that parent is out of sight. Be assured that your **staff are experienced** in dealing with these situations and if your child continues to be distressed, we will contact you. Anxious parents are invited to contact the centre by phone to be reassured that their child has settled comfortably after an upsetting departure.

If you find that the classes seem too long for your child, please speak directly to your teacher, so that a reduced attendance plan may be devised to best suit your child.

If during the year, your child does not want to come to kindergarten please contact your teacher if such a situation arises, as communication and co-operation between home and kindergarten usually brings about a quick resolution.

What to Bring:

- Bag, clearly labelled – suitable to carry; lunch/snack, spare clothes, artwork etc.
- Food – please bring a snack, lunch and drink bottle (with water only) - labelled in a lunchbox.
- We encourage healthy eating and request that you please include foods that support energy levels. Suggestions include,
 - Snacks: fruit, vegetables, crackers, cheese, yoghurt
 - Lunch: sandwiches, wraps, tubs of salads, rice dishes etc.

Please note that there may be children attending your class that have severe anaphylactic reactions to certain foods, such as nuts, eggs etc. you will be notified if these products are to be excluded from your class.

- Sustainability – we encourage families to reduce the use of packaging by using reusable containers as much as possible for kinder lunches and snacks.
- Clothing: A full change of spare clothes is recommended. There will be outdoor play in cold and wet weather - cold/wet weather clothes are vital – please include warm jumpers, a coat/raincoat, warm hat and gumboots. Please label all clothing.
- Sun Smart Hat – ‘No hat, no outside play’ is the KinderLink policy that children where a hat outside when the UV rating is 3 or higher. Please bring a labelled hat that can be left at kinder for use during the year. KinderLink has hats available for purchase.
- Sunscreen: please provide sunscreen for use during the year. Children will put on their own sunscreen while at kindergarten, with educator support.
- Medication:

If your child requires medication whilst at kinder, there are strict procedures to be followed. All medication must be provided in the original package, clearly labelled with your child’s name. It is imperative that the medication be fresh, in date and have an adequate amount to be administered. The Medication book needs to be completed, each time the medication needs to be administered, with details of; dosage, timing, person administering etc.

- Medical Management Plans:

If your child requires regular medication in line with their medical management plan, it is a requirement that the medication be provided and left at kindergarten. A child who requires regular or emergency medication, such as Ventolin, an EpiPen etc. cannot attend without their medication.

What to Wear:

Part of our program involves the children increasing their level of independence in managing their clothing. Please send your children in clothes that are suitable for movement and are easy to undo when toileting. This is especially important whilst toilet training.

Shoes need to be protective of your child's feet and with a reasonable grip for climbing and outdoor play. Crocs, thongs, party shoes, slip on shoes are not suitable and recommended not to be worn. We understand that sometimes it may be a struggle to have your children wear certain shoes, if your child does wear any of the abovementioned shoes, could you please provide a suitable pair of shoes in their bag for when they go outside. Dress-up clothing may hinder active play and/or encourage aggressive behaviour in children; we therefore ask that children do not come to kindergarten dressed in these outfits.

Although smocks are provided to cover the children during messy play activities, they will get dirty, and clothing should be durable and easy to wash. There will be outdoor play all year round, please dress your child to suit the weather.

KINDERGARTEN PROGRAM

Kindergarten is one of the first steps that a child take will take outside their home and family. It can be their first experience in the education system, and the beginning of their education with a large group of children.

We offer educational programs based on the Victorian Early Years Learning and Development Framework (VEYLDF). The play-based programs are designed to foster the children's sense of agency, by giving them choices and options to guide their learning.

The objectives and implementation of our kinder programs reflect the goals we set for the children. We plan to provide the children with a diverse range of learning experiences through which they can develop skills, knowledge and attitudes that help prepare them for future educational and life experiences.

Our program is based around the 5 VEYLDF learning outcomes:

- **Identity:** The children feel safe, secure and supported. They develop their emerging autonomy, interdependence, resilience and sense of self-agency. They develop knowledgeable and confident self-identities whilst learning to interact with others and demonstrate care, empathy and respect.
- **Community:** The children develop a sense of belonging to groups and communities and an understanding of the rights and responsibilities required for active participation. They respond to diversity with respect, become aware of fairness, become socially responsible and show respect for the environment.
- **Wellbeing:** Children become strong in their social, emotional, and spiritual wellbeing, and take increasing responsibility for their own health and physical wellbeing.
- **Learning:** Children develop enthusiasm for learning and demonstrate curiosity, co-operation, confidence, creativity, commitment, enthusiasm, persistence, and imagination. They develop a range of skills and processes for problem solving, inquiry, hypothesising, and experimentation, researching and investigating. They develop the ability to transfer and adapt what they have learnt from one context to another, learning through connecting with people, places, technologies, and a range of natural and processed materials.

- **Communication:** Children learn to interact verbally and non-verbally with others for a range of purposes. They are encouraged to express ideas and take meaning from a range of texts and mediums and begin to understand how symbols and patterns work. They are encouraged to use technologies to access information to investigate ideas and represent their thinking.

If you would like further information on the early years learning framework it can be found at: [veyldframework.pdf](#)

Of all the learning experiences that are offered to the children at kindergarten, it is not the final product that is important but the effort and care that has been put in, as well as the increase in skill level and growth that has taken place within the child.

Often your child will not have “work” to take home, so please remember that this doesn’t mean that they have not done or learnt anything during that session.

In the beginning of the learning process, it is especially important that the children see themselves as successful. Our role, as educators, is to provide an environment where the children will gain confidence and respect, not only for themselves but for others around them.

Mixed Aged Group Classes

KinderLink offers a number of mixed aged group classes comprising of both 3 and 4-year-old children. We appreciate that some parents may have questions or concerns about how these classes operate and whether they will meet the learning needs of each child. We see this as a positive experience, offering the children in these programs learning opportunities they may not get in a single aged group.

There is substantial research demonstrating the benefits to children being in a mixed aged group class, such as:

- development of leadership skills
- improved resilience
- stronger social and language skills
- greater empathy and compassion
- sense of self-esteem and empowerment

Programs are tailored to meet the learning levels of each individual child rather than learning experiences that are deemed age appropriate. Our teaching teams establish

individual learning goals and will work to achieve these through preparing learning tasks that focus on the children's interests.

Communication

We promote open communication between staff and families. We encourage team work to develop strategies to meet the needs of your child and to make a time to talk directly to your teaching team, if you have anything you would like to discuss. If something is a concern to you, it is important to the teaching team.

Information is provided to you, in many ways including StoryPark App, noticeboards, newsletters, email updates, parent-teacher meetings, private meetings etc.

Arriving and Departing

It is important that your child arrives on time, to kindergarten, to enable the program to run smoothly and for your child to get the most out of the planned class experiences. The door to the kinder room will be closed until the beginning of each session. If you like to arrive early, please wait until we open the door, as the staff will be busy preparing for the kindergarten session. This time is also used for staff to communicate with each other about the session, the activities and individual goals without interruptions.

Always bring your child into the building on arrival and say goodbye to a staff member before leaving the centre, on departure. Please make sure that your **child is still inside the kinder room before you leave the kindergarten grounds.**

It is important for your child to be collected on time; they may become anxious or upset if you are late. This is also the time for staff to clean, program and prepare the room for the next session. Additionally, there are times when parents need to speak privately to the teacher uninterrupted after the session and it is difficult to speak to parents whilst supervising extra children.

***KinderLink has a late policy and in some situations, repeated lateness may incur additional costs.**

Attendance

When arriving and leaving please make sure the staff are notified of your child's presence and departure. It is not acceptable to leave your child unattended at kindergarten prior to the start of class, or after the session. When arriving or leaving, please make sure that the gate or door is securely shut. Children should only be let through the gate with an accompanying adult.

Every kindergarten session provides many valuable learning experiences; in order for your child to get the maximum benefit from the education program, it is important that they attend regularly. If your child is ill or unable to attend, please call to let us know.

Signing your child in and out

On arrival and departure, it is vital that you sign your child in and out. It is a legal requirement of the Education and Care Services National Regulations and KinderLink Inc. policies. For 2026, we anticipate that our kindergartens will be using the Victorian Department of Education, digital sign in system. Families will be notified of how the system will work, when we have further information.

Currently our kindergartens use a sign in/out book. The book is placed out for parents/guardians to fill out at the start and ending of each kindergarten session.

The exact time of arrival and departure must be recorded in the appropriate columns. You must also write the name of the person who will be collecting your child. If someone else is going to take your child home, then their name may be put in the book, and a staff member must be informed. All people authorised to deliver and pick up your child must be listed on your enrolment form and be over the age of 18.

Change of arrangements

If during a session you organise for someone else to pick up your child, then you must ring the kindergarten to tell the teaching team about this change. Regulations state that educators are not permitted to hand over a child to anyone not listed on their enrolment form. Any new person collecting your child is required to show a copy of their drivers license before KinderLink staff allow your child to leave with them.

If you are going to be unavoidably late, please phone the centre so staff are aware, and your child can be reassured that you are not far away.

Snack/lunch routines

We offer play-based programs that encourage the children's agency by providing choice within their learning environment. This is evidence through our progressive snack times at some of our kinders, and group snack times at the others.

During the morning the class will break from learning, to have a drink and snack. The children will have their snacks either progressively, at tables or other spaces in the kindergarten. With progressive snack the children are free to access their snack when they are hungry during the session. The children have lunch together.

To support the children to manage their own food, it is best to pack their snack and lunch separately in marked containers.

Toilet training

If your child is not able to independently go to the toilet at kinder, please let the staff know what toilet training plans you have in place; what techniques you are using, reinforcements, strategies and progress. If staff can reinforce and follow the plans you are using at home, there is more opportunity for success.

Head lice

Often 'appear' at kinder, school, day-care etc. and any persistent itching of the scalp should be investigated.

According to the Victorian Department of Health's current exclusion guidelines for schools and Children's Services, children who have head lice must be excluded from the service for 24 hours after treatment has been given. Children may attend kinder the day after they have been treated.

For more information including treatment techniques, please see -

<http://ideas.health.vic.gov.au/bluebook/pediculosis.asp>

Illness/accidents

Please advise our teaching teams when your child is unwell and unable to attend. We ask that you please not send your child when they are unwell. This is particularly important as we have children attending or have a family member who are immune compromised. Unwell children can also pass on their illnesses to our educational staff. Where possible KinderLink will arrange for relief staff to cover staff absences however there may be occasions where this is not possible. In this circumstance, KinderLink may be required to cancel the class.

If your child becomes sick or has an accident whilst they are at kinder you will be notified as soon as possible. Rest assured that the children's health and wellbeing is of utmost importance, and at all times the children will be kept as calm and comfortable as possible. In the event of a serious accident/event, an ambulance will be called immediately.

There are a number of more serious or contagious illnesses that require that children are excluded from the service for specified periods.

For details please see -

<http://docs.health.vic.gov.au/docs/doc/Minimum-Period-of-Exclusion-from-Primary-Schools-and-Childrens-Services-Centres-for-Infectious-Diseases-Cases-and-Contacts>

Laundry roster

Each week the children's hand towels, smocks and centre towels need to be washed. The washing bag will be given to you at the end of the final weeks' class. Please return the clean washing for the first session of the following week. Each family is asked to take the laundry home a few times, throughout the year.

Working Bees

These are held 3-4 times a year to undertake major clean up, upgrades and improvements to the kinder grounds. Attendance is voluntary but very appreciated. As a Not-For-Profit organisation our kindergartens rely on volunteers to help maintain the buildings and grounds.

Kinder Events:

Birthdays

The celebration of birthdays is an important part of kinder. Simple cupcakes, chocolate frogs, lollipops, balloons or bubbles can be bought along to share with the class; 30 pieces is ideal.

Volunteering for duty on or near your child's birthday is a great way to share the day with them.

Excursions/incursions

Excursions and incursions are provided as part of the program to provide opportunities for the children to broaden their knowledge and experience of their immediate area, local community and wider environment.

The committee fundraising supports these events by subsidising the cost, therefore making them affordable for all families.

Children accessing Kindergarten under ESK Funding, KIS inclusion support or have a current Health Care Card are not required to pay for excursions or incursions.

Payments/money to kinder

All money payable at the kinder for; excursions, incursions, book club, fundraising, uniform orders etc. must be sealed in an envelope with – your child's name, the kinder and group and what the payment is for. It is not easy to provide change, so the correct money is preferable. Some kindergartens have access to a 'Square' for card payments and transferring money via bank deposit is also an option.

Toys from home are better left at home. Children tend to fixate on their toy rather than enjoying the kinder activities. They may also get lost, dirty or broken which can be quite distressing for the children.

KinderLink Centre Security Cameras

We have security cameras installed at all of our centres, on the exterior of the buildings, covering the entrances and grounds. There is a screen inside the centre where the teachers and assistants can monitor who is entering the kindergarten.

The security cameras have been installed as an extra precaution and safety measure to ensure that our children, parents and families remain safe and protected whilst at Kinder. The purpose of the cameras is to enable our staff to see who is approaching and entering the kinder, and to assist in the prevention of vandalism, theft and break-ins.

All cameras, equipment and recordings from the security systems are the property of KinderLink Inc. The cameras only film when they register movement, day or night, and the footage is recorded to a hard drive. This hard drive will hold approximately one month's footage, and once full, will record over existing footage, i.e. it continuously records over itself. The Security system is not outsourced, it is and remains the property of KinderLink Inc. and all cameras, hard drives and recordings remain secured at the centre.

There is no law that requires KinderLink Inc. to collect the information. It is for security purposes to ensure that anyone entering our Kindergartens are known to our staff and that the preschools are not damaged, broken into or vandalised.

The recordings are the property of KinderLink and cannot be accessed without an appropriate court order; noting that third party requests may fall under the *Freedom of Information Act* and will be judged on the case by case basis by the KinderLink Board in consultation with the Department of Education and Training.

The use of the security cameras is encompassed in our Privacy Policy.

KinderLink Policies

KinderLink have protocols and policies that align with the *Educational Care and Regulations 2011*, *Education and Care National Law Act 2010* and *Victorian Early Childhood Teachers and Educators Agreement 2020*. Parents can refer to these policies at the kindergartens or via the KinderLink website [About Us – KinderLink Healesville](#)

Thank you for taking the time to read you Information Book. We trust that you will have a wonderful kindergarten experience.

If you have any questions, regardless of how small, please contact KinderLink.

References:

Lice: <http://ideas.health.vic.gov.au/bluebook/pediculosis>.

Exclusion illness: <http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>