



NEWSLETTER

February 2018

All our Committee members are volunteers and will spend many hours ensuring the success of the Kinder including:

- Ensuring we meet statutory requirements
- Staff retention and development
- Managing finances
- Maintaining buildings, gardens and equipment
- Implementing sustainability measures
- Submitting grant applications
- Co-ordinating enrolments, social activities and fundraising
- Updating policy
- Ensuring you are all kept up to date via ongoing communications throughout the year

As your President, I am more than happy for you to contact me with any ideas, questions or concerns regarding your family's year at Bentleigh West Kindergarten. I can be contacted at president@bentleighwestkinder.org.au or on [REDACTED]

I look forward to sharing an exciting Kinder year with you and your families.

Narelle Whiteley

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President's message

Hello and Welcome!

My name is Narelle and I am your Kindergarten President for 2018. I am Mum to Jasper in Yellow Group, and Clementine who will attend BWK next year.

I would like to extend a very warm welcome to all new and returning families to Bentleigh West Kindergarten this year. It's fantastic to see the children settling in to the Kinder so well. A big thank you to our wonderful educators for ensuring such a smooth transition.

The Committee has had our first meeting and I'm excited at how enthusiastic and motivated everyone is. We will be working with you this year to make our Kinder the best place it can possibly be, and as a 'not for profit' organisation we rely on our Kinder community to work together to achieve this.





Director's message:

Hi everyone and welcome to our first newsletter for 2018. I'd like to start by welcoming our new families to the kinder and we hope you enjoy your time at BWK. A big welcome back to those families who are returning to our kinder community. We use the kinder newsletter as an information tool to allow families to keep up to date with all the current events occurring throughout the year. So please make yourself a cup of coffee, tea or even grab a glass of wine and take a few minutes to read the newsletter each month. If you have some feedback on how we could improve the newsletter please speak to myself (Nichole) or our communication officer (Lauren Thorpe). This year the staff and committee are planning lots of fun events for families and children so make sure to read the diary dates so that you or your child does not miss anything.

QUALITY IMPROVEMENT PLAN (QIP)

What is a QIP?

The QIP is a document, which every service creates and continually updates and which focuses on the service's strengths, areas for improvement and what they plan to do about their areas for improvement. The aim of a QIP is to help services self-assess their performance in delivering quality education and care, and to plan future improvements. The QIP also helps the regulatory authorities with their assessment of the service.

Who is responsible?

It is regulated that the Approved Providers must make sure a QIP is developed for each service.

Therefore it is the committee's responsibility. The Approved Providers should develop a QIP, which reflects the unique circumstances of the service and its community. Educators, children, families and the community should all be involved in the self-assessment process.

What information has to be included in my QIP?

The QIP must:

- include an assessment of the quality of practices of the service against the National Regulations and National Quality Standard
- identify areas the provider considers may require improvement
- contain a statement about the philosophy of the service.

The QIP focuses on the following areas

- 1: Educational program and practice
- 2: Children's health and safety
- 3: Physical environment
- 4: Staffing arrangements
- 5: Relationships with children
- 6: Collaborative partnerships with families and communities
- 7: Governance and leadership

It should be noted that in February this year some of the National Quality Standards changed. BWK is in the process of updating our QIP to reflect the new changes.



What should be considered when preparing a QIP?

- Does our statement of philosophy reflect a commitment to improvement?
- Are our resources targeted to support our plans?
- Are we collecting and using the right information to help our planning cycle?
- How do we handle complaints?
- How do we review our policies and procedures?

Important information:

The QIP must be on the premises and available at all times.

The QIP must be made available on request to parents of children enrolled at the service, or who are seeking to enrol a child.

Approved Providers must review and revise the QIP:

- at least annually, and
- at any time when directed by the regulatory authority.

Where can I get more information about the QIP?

- See more at: http://acecqa.gov.au/quality-improvement-plan_1#sthash.1gaHd8Y3.dpuf

Family feedback

Over the past few years we decided to get all families more involved in our QIP by posing a different question each month based on the 7 quality areas. We also survey families throughout

the year and use this information to feed into our QIP.

One of the ways we will be asking families to have their say by placing the provided counters in the jars that are marked “yes” or “no”. We will also have note paper and a pen available for anyone who would like to leave a longer comment. We strongly encourage you to write us a note to explain your thinking further. We can’t make improvement or even know if we are meeting family’s needs without your input.

Note: please make sure children are not playing with the counter and placing them into jars, this is just for the adults.

February’s question:

Quality Area 1- Educational program and practice

Do you feel that all aspects of the program, including routines, are organised in ways that maximise opportunities for each child’s learning?

Thank you in advance for helping us improve BWK

REMINDERS

Sun smart policy reminder

With all this hot weather it is important that we are following the kinder ‘Sun Protection’ policy. The staff will help children to apply sunscreen throughout the day as required. It is also important that children wear appropriate clothing for sun protection. This means **no tank tops or shoe string clothing** as this does not protect the child adequately and breaches our policy. We don’t want to have to ask your child to play under the veranda, we know this is disappointing for them.



Kinder duty

Kinder duty began in the second week of this term and we thank all the wonderful family members for giving up their time to help improve the kinder. Your support is imperative to a successful kinder program. Please note for **four year old kinder duty only one helper** is required and for **three year old kinder duty two helpers** are required. A few things to remember when you are on duty please wear closed toe shoes, clothing that covers your shoulders, and bring a hat to ensure you are following our OH&S and sun protection guidelines. When on duty please sign in our kinder duty book, if you're not sure where it is just ask. We have also created a list of tasks that you can help us out with while you're here. If you would like a cup of tea or coffee while on duty feel free to pop into the kitchen make a cup and enjoy it there, we don't allow hot drinks in the play room for safety reasons. Most of all don't forget to have fun!

Birthdays policy reminder

Birthdays are a special event for children and we love to help children celebrate their special day. If you wish to give out invitations at the kinder please note that this can be done at the end of the session by the child and parent but **only if every child in the group has been invited**. If you do not wish to invite everyone you will need to make other arrangements, the class contact list should help. If you wish to share a treat to celebrate your child's birthday you can. **We recommend non-food item like balloons, bubbles or stickers**. It is the birthday boy/girl's job along with their family job to give out treats. **We ask you to arrange a time with your child's teacher 24hr in advance to avoid disappointment**.

Clothing reminder– please label all your child's belongings.

This includes their drink bottle, lunch/snack box, hat, bag, shoes and other clothing. If something gets lost it is more likely to be located if it has the child's name on it. It is also the child's responsibility to look after their belongings not the teacher's.

Please pack a set of spare clothes for your child as sometimes they have accidents or get dirty during messy play. If you don't have a spare set we will have to ring you to bring another set or your child will have to stay in their dirty clothes, as **we do not have spare clothes**.

Lunch and brain food

All three groups of children have been enjoying starting off their sessions with some brain food. When packing your child's lunch and brain food the following reminders might be helpful

- Due to anaphylaxis risk baked or home prepared items such as cakes, slices, sweet biscuits, pancakes and energy ball are not permitted
- Due to anaphylaxis risk we only allow rice/corn cakes and crackers so please keep the other dry biscuits for your child to enjoy at home

Please remember to refer to the permitted food table when packing your child's lunch. We have put some reminders displayed on the door that you might also find useful.

If you require further information about the above policies or other policies, they are available on our website and in our policy folder (which is kept in the foyer). If unsure ask staff for assistance.



Save the Date Working Bee – Sunday 4 March 9am-11am



Please join us on Facebook

<https://www.facebook.com/BentleighWestKinder/>

This will be a great communication tool for parents, carers and friends within our community to keep updated on the kinder learning curriculum, important dates and reminders, what's going on in our local community plus exciting social events. No images of the children will be used without prior parent consent. For information on our Facebook guidelines and privacy email Lauren Thorpe: communications@bentleighwestkinder.org.au

Other ways to keep updated on all the current information are:

- Website
- Foyer Notice Board
- Your friendly group representative
- Teacher handouts
- Daily group journal

Policies for Review

The kinder will have a number of policies for review this year and we invite you all to have input in the decision-making. There will be a dedicated policy review information in the foyer, please take the time to read and provide any feedback, ideas or question you may have.

Community and Corporate Grants

To help maintain and extend the wonderful programs and facilities at our kindergarten as well as assist us in fulfilling our annual 'wish list' for larger improvements, the committee are continually seeking out relevant grants for which to apply. Previous successful grants have been used to help improve the kinder's sustainability, fund new furniture or fittings.

The committee does its best to be aware of any relevant grants, however we would be most grateful for any assistance from the parents or wider community regarding grants available for not-for-profit/community organisations provided by corporations, businesses, financial institutions etc.. If you have any information on the above please let us know by emailing:

grants@bentleighwestkinder.org.au



Meet your 2018 Committee!!

We look forward to working alongside you and your children to make this a fantastic year! We are a friendly bunch, so feel free to approach us with any feedback or just to say “hi”. We are parent elected volunteers and will do our very best to ensure the best for all of our children, but we can’t do it without a little help, so please keep an eye out for opportunities to get involved!



Urgent call for Committee Nominations – Treasurer and Website/IT Support

Due to unforeseen circumstances, we currently have two openings on our Committee - for the positions of Treasurer and Website/IT Support. We are urgently seeking nominations to fill these two important roles, which are essential to the successful operation of our wonderful Kindergarten.

Treasurer: This is a vital role on our Executive Committee. In summary, the key requirements of the role are: to co-ordinate and manage all financial responsibilities and administration pertaining to BWK banking and cash flow requirements and to retain documents and records. This role has the support of a bookkeeper. As an estimated workload, approximately 30 hours per term are involved, with attendance at monthly Committee Meetings.

Website/IT Support: The key requirements of this important role are: to manage and support all areas of information and communication technology pertaining to BWK, including updating the BWK website (especially the approved policies, newsletters and fundraising initiative pages), and to assist staff with computer hardware, back-ups, Internet and troubleshooting. Approximately 5 hours per term are involved, with attendance at monthly Committee Meetings.

As Bentleigh West Kinder is a Community Kindergarten, the active collaboration of parents, children and staff is fundamental to the way we operate. The Committee of Management is a vital aspect of this collaboration, and joining the BWK Committee is a great way to become involved, to get to know other parents, and to have some fun!

We urge all BWK parents with skills/experience suited to these positions to consider nominating for these voluntary roles. If you, or anyone you know within the BWK parent community is interested, would like to know more about what's involved, or to obtain a detailed position description, please contact Narelle at president@bentleighwestkinder.org.au, by Friday 2 March.



4 Year Old Report

What a wonderful start Purple and Yellow group has had this year! There haven't been many tears at drop off instead we have seen lots of happy smiles. We are very happy with how both groups of children are settling in so far. It's been a hot start to the year and most of the children are not letting the heat bother them. It is great to see new friendships and strengthening old ones occurring across both groups. The teachers have enjoyed meeting all the new children and families and welcoming back many returning families. Soon we will be creating an 'our community wall' in the foyer. We have taken some photos of each child and a family member to add to the wall but please feel free to bring in a family photo to add if you would like.

The main focus this term is building a sense of belonging and identity within the groups and allowing everyone to get to know each other thus creating a happy, safe and fun place for all. Both groups have been doing lots of fun games to help the children learn each other's names eg 'name songs' and 'bean bag game'. We have also been teaching the children social skills like how to make a friend as part of our intentional teaching program.

Some of the learning areas within the indoor and outdoor environment the children have been enjoying are:

Sandpit – the children have been enjoying mixing water and sand together. Sadly, the pump is out of action but there is still lots of fun to be had.

Water play – not only fun but also very relaxing and cooling on the hots days! The children have especially

enjoyed the challenge of scooping smalls ball out of water with their feet.

Play dough – there has been many wonderful and creative play dough models built, and lots of pretend cooking too!

Home corner – the children have been role-playing family life and feeding their friends and teachers



Collage table – the children have been enjoying exploring a range of different collage resources and seeing what they can make with them, lots of problem solving and creative thinking occurring here.

Dinosaur area – there has been lots of interest in this table and we have planned a follow up dinosaur themed incursion for Wednesday 14th of March.





Staff has been monitoring the long days to ensure everyone is coping. Our advice is if you feel your child isn't coping pick them up early especially in this hot weather.

If you would like to know more about your child's progress speak to your child's teacher and book a time to chat. You can also learn more by reading the group reflection book, which is displayed on the sign in table each day.

Nichole, Sophia, Ann and Chris

3 Year Old Report

Green Group

Welcome back everyone for another fun-filled year in three-year-old kinder. We are fortunate to have the wonderful Emma Witham fill in for Di during her absence this term. Thank you for your participation during our first and second orientation sessions. We understand the first few weeks of kinder can be overwhelming for children and families and we are here to guide and support you. If you have any further questions about the program, please don't hesitate to contact Sophia. This term we will be focusing on activities which foster the children's sense of belonging. At group time we will share the 'me book' as a means of introducing the children to one another and learning about each others interests. Over the course of the year, every child will have the opportunity to take the book home for a week and share the information with their families. Please be patient as it might take several months before it is your child's turn to borrow the book.

We love parent participation here at BWK. We call this 'kinder duty'. The kinder duty roster is now available. Please check the green table outside the kinder when you drop off your child and choose one suitable date to volunteer. Kinder duty is a wonderful way to spend time with your child as well as support the teachers and educators by completing some light cleaning tasks, filing art work and preparing resources for the program.

The three year olds are beginning to settle into the program nicely. There are a few tears at the beginning of the session but soon after the children are eager to explore a range of experiences indoors and outdoors. Indoors the children have been busily engaged in experiences such as craft, painting, home corner play, blocks and play dough. Outdoors, the swings, sand pit and obstacle course have been a hit! Last week we met 'Mrs. Bumble Bee' for the first time. She is a forgetful bumblebee and needs to be reminded of our names each week. The children enjoy seeing 'Mrs. Bumble Bee' at kinder and telling her their name. This experience supports children to transition from one experience to the next. At the end of the day we sing a goodbye song to provide children with a sense of closure and clear understanding that the session has finished for the day.

We would like to congratulate Eva's family on the birth of their little girl Enid!!!

Thank you, Sophia and Emma



Police Warning for Community & Sports Centres

There has been a warning issued around community and Sports centres in the area to take extra caution with valuables, we recommend ensuring your cars are locked in the parking lot and not leaving any valuables visible. There is no need for further action. If you have any concerns about building security you can contact the Police Crime Prevention Officer by calling 9556 6174 emailing

lisa.dobbie@police.vic.gov.au or dawn.eddington@police.vic.gov.au

Glen Eira Upcoming Events



Sunday March 18 10am-4pm @ Allnut Park

Personal Note

You did it!!! Thank you so much for taking the time to read this newsletter! There was a lot of very important information to convey in this first edition, we promise to keep it lighter in the coming months! Keep checking your email and Facebook for ongoing communications.

