

# ROSEVILLE KINDERGARTEN

15 Shirley Road  
ROSEVILLE NSW 2069  
Telephone: 9416.3002

## ORIENTATION SHEET

Welcome to Roseville Kindergarten! We hope that our association with you will be an enjoyable and positive experience. This sheet aims to explain some of the routines and procedures at the Kindergarten which aid in its smooth operation and in turn reduces the stress on all.

1. On arrival at the Kindergarten **EVERY DAY** your child **MUST** be Signed-In with their full name and the time of arrival. This is an official record of attendance and failure to do this may be a hazard to your child's safety in an emergency. Likewise, your child must be Signed-Out in the afternoon.
2. The Diary beside the Sign-In book is used for the general messages for Staff. If your child will not be coming on the following day, if someone else is to collect your child etc., it must be written in the Diary. Please also let a staff member know what you have written in the Diary.
3. If your child will be absent on any day please ring the Kindergarten in the morning. It is important for the Staff to be aware of any illnesses in the Kindergarten. When returning to the centre parents are asked to sign for the days their child was absent on the sign in and out sheets.
4. Every morning your child should place their morning tea in the fridge provided in each room. A brown paper bag, which can be re-used for the week or a small tupperware container is appropriate. Please do not put chips or sweet biscuits with any of their food which they bring to Kindergarten as we are trying to encourage a healthy diet.
5. Lunch boxes will also be placed in the fridge. It is important that any perishable food like meat products, dairy foods and cut fruits are stored at the correct temperature. Please ensure all containers and bags are clearly labelled.
6. A drink bottle of water that can be refilled will be placed in the drink bottle box located in each room. We recommend a transparent bottle so staff are able to regulate the children's drinking patterns.
7. On arrival at the Kindergarten please take your child to the Staff on duty not only to say "Good Morning" but also to let Staff know that your child is at Kindergarten.
8. Each child will have their own locker. All that needs to be in the locker is the child's bag with spare clothes. Please discourage your child from bringing toys to Kindergarten. We will explain to them that the toy may become lost or damaged. Children having trouble settling into Kindergarten may bring a small Teddy (or substitute) to have at Rest Time.
9. It is very important that children bring a hat. We have a Sun Protection Policy and children will be encouraged to wear a hat whenever they are outside.

10. Every child **MUST** bring spare clothes to Kindergarten **EVERY DAY**. The Spare Clothes should include everything your child is wearing in the morning - a complete change - socks, singlet, underpants, shirt, skirt or pants and at all times a jumper or warm top in case of a change in the weather during the day. Suitable clothing for your child is whatever they are most comfortable wearing and which you do not mind them getting dirty or covered in paint. Thongs are not permitted at Kindergarten. Sandals or sneakers are the most suitable footwear.
11. YOUR CHILD'S NAME MUST BE ON EVERYTHING THAT COMES TO THE KINDERGARTEN. STAFF CAN NOT TAKE RESPONSIBILITY FOR LOST PROPERTY.
12. Newsletters are issued on a regular basis and are an important source of information. Please read them carefully to keep up to date with the forthcoming events.
13. Information boards will be displayed near the door and entrance area. Please take the time to read these as it is a good way to find out what we have been doing and helps your child remember about their day. Photos will also be displayed on a regular basis.
14. The daily program will be on display each afternoon in each room. Please read these and ask your child's class teacher if you have any questions. Parents are invited to contribute to the program in the section allocated. A slide show of photos will also reflect your child's day.
15. All parents are asked to help with the laundry throughout the year. Parents will be nominated a day, if it is not suitable please organise to swap with another parent.
16. Medicine will only be administered if prescribed by a Doctor and recorded in the Medicine Book. Please see a staff member on arrival to discuss the medication and its safe storage. See Health Policy for further details. Never leave Medication in your child's bag.
17. Birthdays can be celebrated at the Kindergarten with cup cakes, enough for 20 children. No other sweets, chips, drinks are necessary and the children will celebrate at Morning Tea Time.
18. Each child has a pocket in which staff will place important notices, letters, accounts and receipts. Please remember to check your child's **MESSAGE POCKET EVERY** morning before leaving the Kindergarten.
19. Accounts will be issued on the first day of your child's attendance. Fees should be paid by B-pay, using the Eftpos facility (which attracts a \$6.00 fee) or by cheque payable to 'EIKOH' and placed into the Fees Box near the front door. Any cash needs to be handed to a staff member.
20. If your family is taking a holiday during the year fees will need to be paid in advance for the time the child will be away if you wish to retain the place. Please note - the Kindergarten is open during school holidays and fees are still payable.

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