

Horsham & District

Kindergarten Association Inc

PO Box 1326

Horsham Vic 3402

Phone: 5382 7997

Website: www.hdka.com.au

hdka
horsham & district
kindergarten association



INFORMATION BOOKLET



**“Excellence in Early
Childhood Education”**

HDKA is committed to child safety, wellbeing, participation, empowerment, cultural safety and awareness, including people with a disability, Aboriginal children and communities and from culturally or linguistically diverse backgrounds

HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks, including physical and online environments



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Early Years Management

The Horsham and District Kindergarten Association Inc (HDKA) is the Early Years Manager, Approved Provider and Licensee of the following kindergartens in the Horsham & Stawell District. These Include:

- ◇ Bennett Rd Kindergarten
- ◇ Cooyinda Kindergarten (Stawell)
- ◇ Kalkee Rd Kindergarten
 - Wombat Room 4yo
 - Possum Room 4yo (Bush Kinder)
 - Kangaroo Room 3yo (3 & 5hr Program)
 - After Kinder Care
- ◇ Laharum Preschool
- ◇ Marrang Kindergarten (Stawell)
- ◇ Natimuk Pre School (Bush Kinder)
- ◇ Natimuk Rd Kindergarten
- ◇ Green Park Kindergarten
 - Casuarina Room 4yo
 - Acacia Room 4yo
 - Acacia Room 3yo - 5 hour program

HDKA acts as an umbrella organisation for the early years education and care services with a Board of Management which is a skill based board made up of 9 to 13 community representatives. Each year prior to the Annual General Meeting community members are invited to put forward expressions of interest in a seat on the Board of Management. Expressions of interest can be accessed on the HDKA website www.hdka.com.au Board members are selected and approved by the current Board. Appointments are ratified at the March board meeting every year.

The Early Years Management Policy Framework emphasises the importance of Early Years Management as a key strategy to building a stronger and more responsive and effective early years system across the state. Partnerships with families, the community and all levels of government coupled with effective management form the foundation of Early Years Management in Victoria.

HDKA currently plays a coordination role reducing the administrative burden for its member early years education and care services and developing policy that applies to all sites.

Each member site has its own parent advisory group which takes care of the day to day issues such as minor maintenance, OH & S reporting and fundraising to enhance the kindergarten program.

HDKA conducts employment and management of staff and manages funding and regulatory obligations for the kindergartens. HDKA also offers educational guidance and mentoring for staff in day to day operational roles.

On behalf of the services HDKA works closely with funding bodies and stakeholders including the Department of Education and Training (DET), Department of Education and Workplace Relations (DEWR), Horsham Rural City Council (HRCC), Northern Grampians Shire (NGS) and the Australian Children's Education and Care Quality Authority (ACECQA).

Early years education and care services are required to meet the standards of the Education and Care Services National Regulations under the Education and Care Services National Law Act 2010.

Early years management strengthens the delivery of universal kindergarten services across Victoria. The early years management initiative provides parents with more flexible options for participating in kindergarten programs and creates a more consistent and professional employment model for kindergarten staff whilst facilitating strong local partnerships.

HDKA Centralised Enrolment System

HDKA provides a centralised enrolment system for all kindergarten sites including Stawell based kindergartens.

In 2017 it was announced that 15 hours of funded kindergarten would continue until the end of 2019 for children the year prior to commencing school.





Philosophy Statement

Horsham and District Kindergarten Association aims to provide high quality sustainable and responsive early years services in Horsham and Stawell Districts. The Early Years Management is responsive to local needs and understands the importance of quality improvement and effective team building.

The organisation is governed by a skills-based Board of Management which places emphasis on clear and transparent governance, excellent financial management and sustainable and innovative strategic planning to deliver accessible, high-class services.

Horsham and District Kindergarten has a commitment to continuous improvement through ongoing professional learning opportunities for educators, regular critical reflection and the implementation of a professional review program.

Horsham and District Kindergarten Association acknowledges the family as the first and foremost influence and educator in the child's life.

Inherent in the programs we deliver therefore, is the recognition that families as well as children are valued members of our Kindergartens, as it is through shared understanding, that high quality and appropriate early childhood programs are created and learning outcomes achieved for children.

We believe that children are competent, resourceful and capable participants in their world and therefore will be respected and contributing members of the Kindergarten environment.

It is vital that the Kindergarten environment will create for the child a feeling of security and warmth where he or she will feel confident to explore, construct, examine, investigate and resource their learning the medium of play. Children will be supported by educators and peers, who will scaffold learning, provide resources and assist the child to move through their learning to new independent understandings or skills.

We believe that children develop and learn in context with their social and cultural environment and as such it is imperative that we as educators consider this and develop

an understanding of these implications for children's learning. We will therefore take these factors into account when we are planning experiences resources and materials and in our expectations of children's learning and responses.

We understand that children learn in diverse ways through social contexts and thus educators document learning through a range of methods which may include but are not restricted to, learning stories and narrative notes, anecdotes, photos and work samples, which offer us respectful accounts of children's learning, strengths and interests. Documentation such as this provides an effective means of assessment of and for children's learning and will reflect children's knowledge and skills.

We believe that all children are born with rights which include the right to feel safe, consulted, heard and listened to in matters which affect them. Furthermore we understand and acknowledge that children possess an ability to make choices and decisions about their learning and educators will use strategies to discuss them with children to challenge and explore these ideas.

We acknowledge and embrace diversity in all forms, as an important part of our society and welcome children and their families from all groups of our community as valuable contributors to our Kindergarten Communities. We welcome children of all abilities into our Services and embrace inclusive principles and practices to ensure all children are supported to reach their fullest potential. We know that all children can learn and as such, aim to provide a wide range of supports and implement appropriate teaching strategies, to ensure success in learning and development outcomes for all. We acknowledge that different cultural expectations may be implicit in families and we will respect and encourage the sharing of this knowledge with our Early Childhood Community to ensure that all children and families feel confident and welcome in our setting.

Horsham and District Kindergarten Association aspires to create a caring, supportive and vibrant learning community which welcomes all members with equity and enjoyment.



Contact Details

Horsham Office:

Address: 2/33 O'Callaghan's Parade
Horsham, Vic 3400 (PO Box 1326, Horsham 3402)
Office hours: 9.00am to 3.00pm Monday to Friday.
(3-5 by appointment)
Phone: 03 5382 7997
Mobile: 0418 526 975

Stawell Office:

Address: 87 – 89 D'Arcy Street Stawell, Vic 3380
Office hours: 9.00am to 2.00pm Thursday
Phone: 03 5358 1249
Mobile: 0418 526 975



HDKA Website

Information regarding HDKA services, fees and staffing can be found on the HDKA website www.hdka.com.au

Facebook

Like us on our Facebook pages to keep up to date with what's happening with our kindergartens



Horsham and District
Kindergarten Association
and/or
Cooinda Marrang
Kinders

HDKA Management Team:

Executive Officer - Pauline Butler
Pedagogical Leader – Glenda Hewitt
Pedagogical Leader—Wendy Parry
Enrolment & Fees Officer – Kelly Klowss
Finance Officer - Jenny Maroske
HR/Administration Officer—Karen Bell

Pauline	Monday—Friday 9am – 5pm (3-5 by appointment only)
Glenda	Monday ,Tuesday & Wednesday
Wendy	Tuesday 9am – 4pm
Kelly	Monday & Thursday 9am – 3pm Tuesdays 9am – 3pm (Term 3 only)
Jenny	Tuesday , Wednesday & Thursday 9.00am – 3.30pm
Karen	Monday, Tuesday, Wednesday & Friday 9am-3pm (Horsham Office) Thursday 9.00am-2.00pm (Stawell Office)

Please Note: the offices may be unattended at times due to meetings, site visits or events and it is always advisable to ring first.

HDKA reserves the right to make program changes due to registration numbers, regulations, legislation and viability.



Starting Kindergarten

The right time to start kindergarten

Under the National Quality Framework and Universal Access funding is provided to support children to attend kindergarten for 600 hours (15 hours per week) in the year prior to school.

It is important that children start school when they are ready to learn in a more formal environment. Therefore it is important for parents to consider when is the best time for their child to start school, as this will determine the best time to attend kindergarten.

In previous years parents have been able to start their child in kindergarten and have the option to withdraw if, after consultation with educators, it was considered that the child would benefit more from kindergarten in the following year. THIS OPTION IS NO LONGER AVAILABLE TO US and there is an expectation that once the child has commenced in kindergarten that this will be considered to be their year of funded kindergarten. Consequently it is important to consider carefully the year in which a child will benefit most from kindergarten. Educators at kindergartens and at the HDKA office are available to speak to you about making the best decision for your child.

Waiting another year for kindergarten

Each child develops at his/her own rate, and although your child's age may make him/her eligible to start kindergarten, other factors may impact on his/her readiness for such an experience.

Once you make a decision and your child starts kindergarten it will be expected that they will complete the year. Should you and the educator see signs that the child is not ready to benefit from the kindergarten experience in the current year, there is a small window of opportunity in which the child can be withdrawn and access their funded year of kindergarten in the following year. This is prior to the data for enrolments being passed on to the Department of Education and Early Childhood Development and MUST BE as early as possible and definitely prior to the end of term 1.

From the beginning there needs to be open, honest communication between you and the educators, keeping the child's needs, best interest and your family's needs at the forefront. Speaking to your child's teacher early in the year is essential to making an informed decision about the best time for your child to benefit from their kindergarten year.

More information can be found at

http://ww2.rch.org.au/emplibrary/ccch/CPR_Vol14No3_PS_SchlRead.pdf

Access to 3 year old kindergarten places

3 year old kindergarten attracts no government funding and as such needs to be independently financially viable – ie. It needs to cover its own costs. Consequently, 3 year old kindergarten is much more expensive than 4 year old kindergarten. However, some children may benefit from a year in a 3 year old kindergarten program prior to commencing in the 4 year old kindergarten program. Should your child commence in a 4 year old kindergarten program and you and the educator decide that the child is not ready to gain full benefit from that program they may benefit more from a 3 year old kindergarten program. HDKA retains several vacancies in the 3 year old kindergarten programs to allow for children to withdraw from 4 year old kindergarten early in the year and be placed in a 3 year old kindergarten program. You should discuss this option with your kindergarten teacher and with the enrolment officer at HDKA.

In some circumstances a child may attend 3 year old kindergarten and after discussion with the educator the decision may be made that the child would benefit from another year of 3 year old kindergarten prior to commencing in the 4 year old kindergarten program. This decision should be made in consultation with the 3 year old kindergarten teacher and the 4 year old kindergarten teacher.



Starting Kindergarten

How to gauge your child's readiness

Generally speaking readiness for either 3 year old or 4 year old kindergarten is more about maturity and social and emotional readiness than what the child knows or can do.

Consideration should be given to

- the child's ability to separate happily from their primary care givers
- the child's desire and ability to interact with adults other than their primary care givers
- the child's desire and ability to interact with other children
- independence skills such as looking after their own belongings and making their needs understood
- emotional readiness indicated by such things as not becoming unnecessarily upset should routines change or things not being as expected

Of course many of these skills are developing during these years and should be discussed with the educators in order to make an informed decision.

Remember

Think carefully about when your child is likely to gain the most benefit from starting school, and therefore when is the best time for the child to have a kindergarten experience. If you are unsure, talk to others who know your child and whose judgment you trust. This could be the kindergarten educators, other parents who have made this decision in the past, the prep teacher or school principal or your Maternal and Child Health Nurse. Attend kindergarten information sessions and ask about the kindergarten program and the expectations that the educators will have.

Before your child starts kindergarten and early in the year share your concerns, thoughts and ideas about your child's development openly with the kindergarten teacher and be prepared to be guided by these skilled professionals with regard to your child's readiness to benefit from their kindergarten experience.

NO JAB, NO PLAY POLICY

The Victorian Government has passed new immunisation legislation named 'No Jab, No Play', which took effect on **1 January 2016**. 'No Jab, No Play' aims to reduce the risk of vaccine-preventable diseases through increased immunisation rates in the community. The legislation requires all children enrolling in early childhood education and care services to be up to date with their vaccinations or to have an approved exemption. This includes long day care, kindergarten, occasional care and family day care.

Acceptable Immunisation Documentation: documentation as defined in the *immunisation enrolment toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognized catch up schedule if their child has fallen behind their vaccinations; or has a medical reason not to vaccinated; or has been assessed as being eligible for a 16 week grace period. Families will be required to supply a copy of their child's immunisation history statement or medical exemption form with their enrolment information prior to accepting the child enrolment at Kindergarten in 2019. Copies of child's immunisation history statement can be accessed from Medicare by either:

- phone 1800 653 809 or email acir@medicareaustralia.gov.au
- web: www.medicareaustralia.gov.au/online
- Visit your local Medicare office

If your child has a medical reason they cannot be vaccinated, an immunization Exemption Medical Contradiction form will need to be obtained from Medicare (available for download from www.medicareaustralia.gov.au/online), signed by GP, and provided to the service.

If your child is not up to date with their vaccinations see your doctor or local council to discuss a catch-up schedule of vaccinations.



Starting Kindergarten

When is my child eligible for kindergarten?

Four year old programs

Your child must turn four before 30 April in the year your child is to attend kindergarten. If your child is born in the months of January through to April, you have the choice of which year to enroll your child. If you are unsure when to send your child to kindergarten, talk to the kindergarten teacher at your preferred kindergarten. Also see [page 6 & 7](#) 'The right time to start kindergarten'.

Three year old programs

Your child is eligible for three year old kindergarten if they turn three before 30 April. Children must turn three before they can attend kindergarten. Families whose children cannot start kindergarten until Term 2 will need to pay Term 1 fees to hold their kindergarten place. *(It is recommended that children be three by the start of Term 1 in the year they are to attend Kindergarten).*

How do I decide which kindergarten my child should attend?

There is a difference in the programs offered at each kindergarten. Each kindergarten is unique. Each teacher offers his or her own program (within the Education Care Services National Regulations). Visiting the kindergarten provides parents/guardians with the opportunity to see each kindergarten, hear how each program is run, speak with educators and ask any questions that you may have in order to make an informed decision about kindergarten.

Can I visit kindergartens while a session is on?

You are encouraged to visit the kindergartens that you are interested in having your child attend. Educators have a duty of care to the children attending each session so please phone the kindergarten in advance to make an allocated time to ensure the educators are available to speak with you.

What is Universal Access and what does it mean for my Child?

Universal Access is an Australian Government commitment to provide access to a quality early years program for all children for 15 hours a week in the year before starting school. (see site specific information for further details of hours of program delivery at each location).

When should I register my child?

If you want your child to attend your kindergarten of choice, you must register them as soon as possible, as kindergarten offers are based primarily on application date. The earlier you register your child, the greater chance you have of obtaining a place in the kindergarten of your choice.

How do I register my child?

An Enrolment Registration Form is attached on the last page of this Information Booklet. This form needs to be submitted to HDKA to register your child. Once the registration form is received your child's details will be placed on the Enrolment database. You will receive a letter or email confirming your kindergarten preferences. Please check that all details are correct on the confirmation letter. Enrolment registration forms and change of preference forms can also be accessed on the HDKA website www.hdka.com.au

For 2018 places, you need to return your Enrolment registration form to HDKA by Friday 4 August 2017. *Please Note:* Registrations close to the above cut off date are unlikely to receive a place in the kindergarten of their choice (in the first round of offers) and will be offered a place where there are vacancies (if any) or placed on a waiting list.

How are children matched with places?

HDKA has put in place Priority of Access guidelines as part of the Enrolment Policy which outline how kindergarten places are allocated based on priority. Below outlines the priorities for the funded kindergarten program (4 year old) in the policy:

First priority:

- **Children at risk of abuse or neglect, including children in out of home care.** The Child is:
 - * Attending a three year old kindergarten program through Early Start Kindergarten or Access to Early learning, or is referred by:
 - * Child Protection
 - * Child and Family services, Child FIRST/integrated family services/services connect case worker
 - * Maternal and Child Health Nurse or
 - * Out of Home Care provider
- **Aboriginal and/or Torres Strait Islander children**



Starting Kindergarten

- **Asylum seeker and refugee children**
 - * An appropriate visa identifies the child and/or parents as a refugee or asylum seeker.
- **Children eligible for the Kindergarten fees subsidy.**
 - * A child or parent holds a Commonwealth Health Care card, Pensioner Concession Card, Veteran's Affairs Card, or multiple birth children (triplets, quadruplets)
- **Children with additional needs, defined as children who: Require additional assistance in order to participate in the kindergarten program, require a combination of services which are individually planned, have an identified specific disability or development delay**
 - * The child is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten
 - * Holds a child disability health care card
 - * Has previously been approved for Kindergarten Inclusion support package, or referred by:
 - * The National Disability Insurance Scheme
 - * Early Childhood Intervention service
 - * Preschool Field Officer, or
 - * Maternal Child Health Nurse.
- **Children who were eligible to attend kindergarten in the previous year but deferred prior to the April data collection (end of Term 1) after consultation with the kindergarten teacher.**
 - * These children will have priority at the kindergarten at which they were initially offered a place.
 - * Should parents wish their child to attend a different kindergarten the priority of place criteria will come into effect.

Second priority:

- Children who have a sibling that has previously attended the same kindergarten as their first preference.

Third priority:

- Date of Application

Can I change my kindergarten preferences?

Changes can be made to your preferences at any time prior to the first round of offers being made without affecting your initial date of registration. For 2019

enrolment changes can be made up until Friday 29th June 2018. See Change of Details/Preference Form enclosed. (*Green form*)

When will I know if my child has been accepted to my preferred kindergarten?

All kindergarten offers are posted out in July of the year prior to the kindergarten year. The letter of offer will be accompanied by an Enrolment Application Form. Completed application forms and immunisation history statements are to be returned and deposit payment made to HDKA by the specified date to secure your child's kindergarten place.

If you do not receive your first choice of kindergarten you can accept the offer of a lower preference and be placed on a waiting list at your preferred kindergarten. Any vacancies that arise will be offered to children based on the date of application until the end of August. After this date, waiting lists for individual kindergartens will not be held and any children remaining on a waiting list will be placed on a general waiting list. See *Enrolment Timeline* on [page 11](#) for further details.

What happens to my child's registration if I defer their kindergarten year?

If you decide not to send your child to kindergarten in the year in which you nominated, you need to contact HDKA to defer your child's attendance to the following year. You will remain on the Enrolment database to be offered a kindergarten place the following year based on your original registration date and in line with HDKA's priority of access.

Are there expected to be Kindergarten closures throughout the year?

Several closure dates are allocated for staff to undertake professional development and administration duties. You will be given adequate notice of these closure days.

In the case of staff illness, a kindergarten may be unavoidably closed should no suitably qualified relief staff be available at short notice. A phone tree is established at each kindergarten and you may receive a call on any kindergarten day between 7.30am and 8.30am. Please have a backup plan in place should this occur.



Registering For Kindergarten

Registering for Kindergarten For 2019 enrolments you need to act by 29th June 2018

Complete your Enrolment Registration Form

Please complete the Enrolment Registration or Change of Preference form (located at the back of this booklet and on the HDKA website) and return to the HDKA office. (see contact details on [page 5](#)) You can register your child at any time throughout the year and for future years.

Refer to the Enrolment timeline ([Page 11](#) in this booklet) for a list of important dates. If you do not receive information in the week following the specified date or you are unsure, please contact us.

Please be aware of our Enrolment Priority of Access guidelines ([pages 8-9](#)). If you register your child late you are more than likely **not** to receive a kindergarten place at your preferred kindergarten.

Enrolment Registration Form

**KINDERGARTEN ENROLMENT
REGISTRATION FORM**

• Complete form and return it to HDKA.
• An offer for enrolment will be sent to you in August of the year prior to your child's commencement at Kindergarten.
• It is important to keep HDKA up to date, to update your contact details, address, change of circumstance eg. Health Care Card or to change your preferences complete a *Change of Details/Preference Form*

Child Details:

Surname: _____
Given Name: _____
Date of Birth: _____ Sex: Female ☐ Male ☐

Parent Details: Please indicate which Parents/Guardians child lives with (tick appropriate box/s)

Mothers/Guardians Details ☐ **Fathers/Guardians Details** ☐

Surname: _____
Given Name: _____
Residential Address: _____
Postal Address: _____
Contact Numbers: Telephone No. _____ Business No. _____ Mobile No. _____
Email Address: _____

Priority Access (4 year old only): Please indicate if any of the following apply to you by ticking the box and providing expiry details where applicable.

Kindergarten Fees Subsidy (Concession Card) ☐ Yes ☐ No *If YES please provide details below*
☐ Health Care Card CHN No. _____ Expiry date: ____/____/____
☐ Pensioner Concession Card CHN No. _____ Expiry date: ____/____/____
☐ Veteran's Affairs Card Gold Card Expiry date: ____/____/____

Is your family known to a Child Protection Agency/Family Services? ☐ Yes ☐ No *If YES please specify below*
Referred by: ☐ Child Protection ☐ Child & Family Services ☐ Case Manager: ☐ CHILD FIRST ☐ Integrated family services ☐ Services Connect ☐ Maternal & Child Health ☐ Out of Home Care

Children with Additional Needs ☐ Yes ☐ No *If YES please specify &/or tick appropriate option below:*
☐ Child holds a disability health care card
☐ Eligible for Kindergarten Inclusion Support Package
Or referred by: ☐ National Disability Insurance Scheme ☐ Early Child Intervention Service (indicate service): _____
☐ Pre School Field Officer ☐ Maternal Child & Health Nurse

Aboriginal and/or Torres Strait Islander ☐ Yes ☐ No
Asylum seeker and refugee children ☐ Yes ☐ No
Current Court Orders (please supply copy) ☐ Yes ☐ No
Early Start Programs (3 year old) Is your child eligible for Early Start? ☐ Yes ☐ No
Aboriginal or Torres Strait Islander ☐ Yes ☐ No
Known to Child Protection/Family Services ☐ Yes ☐ No

Siblings Have you had a child previously attend a 4 year old program in a HDKA kindergarten? ☐ Yes ☐ No
In what year did they attend? _____
Which kindergarten did they attend? _____

Other use only: Date Processed: _____ 4 yr app No: _____ 3 yr app No: _____ Page 1 of 2 P.T.O.

Please complete the yellow registration form if you have **not** already enrolled your child into a HDKA kindergarten. (form enclosed or download from the website at www.hdka.com.au)

Change of Preference Form

**KINDERGARTEN ENROLMENT
CHANGE OF DETAILS/PREFERENCE FORM**

• Complete child's details & the changes that needs to be made & return form to HDKA.
• An offer for enrolment will be sent to you in August of the year prior to your child's commencement at Kindergarten.
• It is important to keep HDKA up to date.

Child Details:

Surname: _____
Given Name: _____
Date of Birth: _____ Sex: Female ☐ Male ☐

Parent Details: Please indicate which Parents/Guardians child lives with (tick appropriate box/s)

Mothers/Guardians Details ☐ **Fathers/Guardians Details** ☐

Surname: _____
Given Name: _____
Residential Address: _____
Postal Address: _____
Contact Numbers: Telephone No. _____ Business No. _____ Mobile No. _____
Email Address: _____

Priority Access (4 year old only): Please indicate if any of the following apply to you by ticking the box and providing expiry details where applicable.

Kindergarten Fees Subsidy (Concession Card) ☐ Yes ☐ No *If YES please provide details below*
☐ Health Care Card CHN No. _____ Expiry date: ____/____/____
☐ Pensioner Concession Card CHN No. _____ Expiry date: ____/____/____
☐ Veteran's Affairs Card Gold Card Expiry date: ____/____/____

Is your family known to a Child Protection Agency/Family Services? ☐ Yes ☐ No *If YES please specify below*
Referred by: ☐ Child Protection ☐ Child & Family Services ☐ Case Manager: ☐ CHILD FIRST ☐ Integrated family services ☐ Services Connect ☐ Maternal & Child Health ☐ Out of Home Care

Children with Additional Needs ☐ Yes ☐ No *If YES please specify &/or tick appropriate option below:*
☐ Child holds a disability health care card
☐ Eligible for Kindergarten Inclusion Support Package
Or referred by: ☐ National Disability Insurance Scheme ☐ Early Child Intervention Service (indicate service): _____
☐ Pre School Field Officer ☐ Maternal Child & Health Nurse

Aboriginal and/or Torres Strait Islander ☐ Yes ☐ No
Asylum seeker and refugee children ☐ Yes ☐ No
Current Court Orders (please supply copy) ☐ Yes ☐ No
Early Start Programs (3 year old) Is your child eligible for Early Start? ☐ Yes ☐ No
Aboriginal or Torres Strait Islander ☐ Yes ☐ No
Known to Child Protection/Family Services ☐ Yes ☐ No

Siblings Have you had a child previously attend a 4 year old program in a HDKA kindergarten? ☐ Yes ☐ No
In what year did they attend? _____
Which kindergarten did they attend? _____

Other use only: Date Processed: _____ 4 yr app No: _____ 3 yr app No: _____ Page 1 of 2 P.T.O.

Please complete the Green change of details/preference form if you **have** already enrolled your child into a HDKA kindergarten and wish to change or update your details/preference. (form enclosed or download from the website at www.hdka.com.au)



Enrolment Dates / Timeline

Important Dates for 2019 Enrolments

Date Due	Activity	What I need to DO?
Thursday 24th May	Information Open Hour for Prospective Parents	Parents welcome to attend to hear about various kindergarten programs
Friday 29 June	<p>All Enrolment Registration forms for 2019 enrolments need to be returned to <i>Marrang Kindergarten Office</i> by this date.</p> <p>Parents need to ensure contact details are up to date and any change of preferences completed by this date.</p>	Please fill in the Enrolment registration form or Change of Preference/Details form to make sure your child is registered correctly.
Friday 20 July	First round offers of kindergarten places will be sent out by HDKA with Enrolment Application Forms.	
Friday 3 August	<p>Completed Enrolment Application Forms and Deposits paid by this date to secure kindergarten place for 2019.</p> <p>Return to Marrang Kindergarten Office, 87– 89 D'Arcy Street, Stawell (refer contact details page 5)</p>	<p>Fill out Forms and return with deposit payment to Marrang Kindergarten Office by this date along with immunisation history statement.</p> <p>If you require a specific session prompt return of application form and deposit is recommended.</p>
Friday 10 August	HDKA to send out second round offers	
Friday 21 September	HDKA to send families a letter confirming their kindergarten place and session times.	
October	Enrolment packages sent to families.	
November	Completed Enrolment Forms to be returned to the Kindergarten at AGM.	Complete enrolment forms return to Kinder by the AGM.
Tuesday 11 December	<p>Orientation day</p> <p>Completed Direct Debit Request (DDR) forms & Fee Agreements to be returned to Marrang Kindergarten Office.</p>	<p>Attend Orientation Day.</p> <p>Complete forms and return to HDKA by Orientation Day.</p>



Kindergarten Fees

Why do I have to pay a deposit?

A deposit is required to assist us with the planning of kindergarten programs as it shows you are committed to the place offered. The deposit to secure your child's place is \$50 per child for three and four year old full paying fee places.

If you hold an eligible concession card or visa a deposit is not required for 4 year old kindergarten. However, HDKA needs to sight the card in order to secure your child's place. Please bring it in to the Marrang Kindergarten office with you when you return your Enrolment Application Form.

When is my deposit returned?

Deposits paid are returned as a credit on your Term four fees. If your child is withdrawn from the kindergarten program prior to Term 4 your deposit will be forfeited.

What is the Kindergarten Fee Subsidy?

The kindergarten fee subsidy exists to make funded kindergarten (4 year old program) affordable for families who hold an eligible concession or visa. As a concession or visa holder you are entitled to subsidised fees in the **four year old program only**. In 2019, it is anticipated that there will be no fee payment required. You can access the kindergarten fee subsidy by presenting your concession card or visa to the Marrang Kindergarten office with your application form and upon card expiry.

Can I use my concession card for Three year old kindergarten?

No. There are currently no subsidies available for the three year old program. Three year old kindergarten is **fee for service**, that is, fees need to be paid to meet the costs of running the program, paying staff and operational costs. HDKA makes every effort to keep fees to a minimum.

What are the fees in 2018?

4 year olds (15 hours) \$400 per term
3 year olds (4 hours) \$285 per term

When am I required to pay fees?

- Fees for all kindergartens are to be paid to HDKA. Fees are paid by direct debit through Ezidebit.
- Families need to complete a Direct Debit Request (DDR) Form and return it to HDKA via Marrang Kindergarten Office prior to commencing kindergarten.
- Direct Debit Request Forms will be sent out with your Enrolment packs in Term four 2018.

What happens if I do not pay my fees?

Your child will be unable to attend kindergarten, this is unpleasant for all and we encourage you to keep your payments up to date to ensure your child's eligibility.

Please note: If a family has outstanding fee payments, siblings will not be offered a kindergarten place for future enrolments until all debts are paid.

Please note: In cases of severe hardship being demonstrated, please call and discuss your situation personally, with our Enrolment Officer or Executive Officer

Is a Child Care Benefit available?

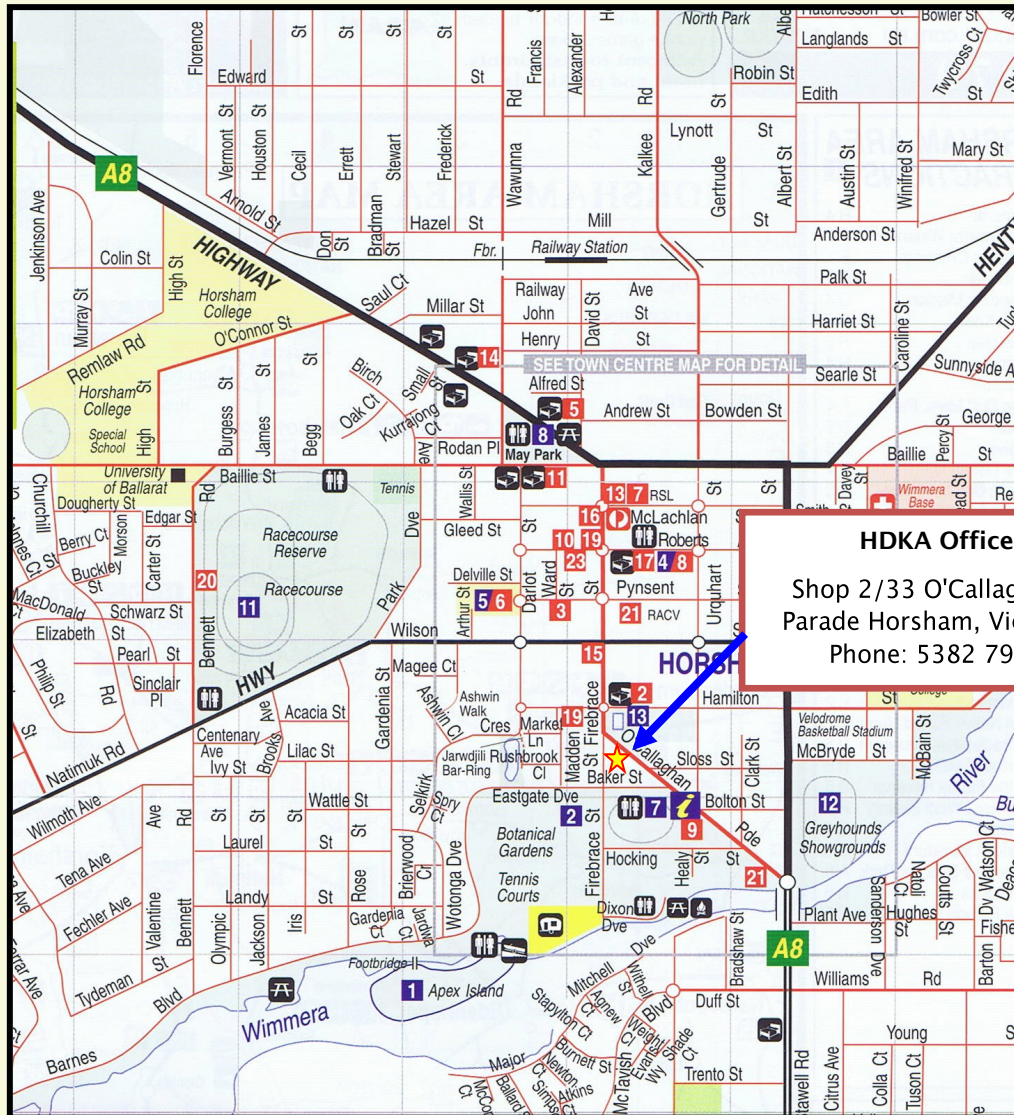
No. Unfortunately, the Australian Government ceased the Registered Child Care Benefit that was available to families of children attending kindergarten programs on the 2nd July 2018.





HDKA Location

HORSHAM DISTRICT KINDERGARTEN ASSOCIATION



You can arrange a kindergarten visit with your child during session times at your preferred site and see how it works. **(Please note:** these visits must be pre-arranged with the teacher and to make an appointment or to talk to the teachers please call the kindergarten, the best time to call is between 2 - 4pm.



Kindergarten Site Locations

STAWELL BASED KINDERGARTENS

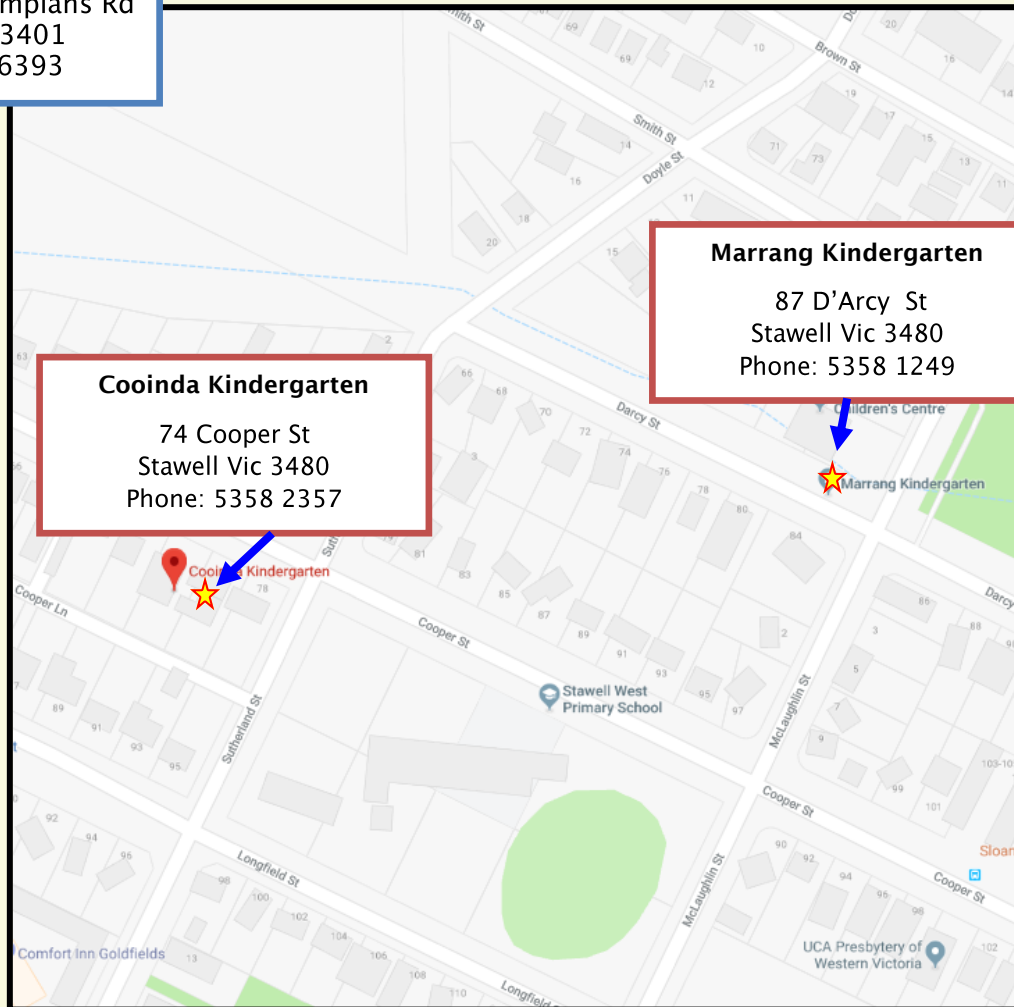
Laharum Preschool
1534 Northern Grampians Rd
Laharum, Vic 3401
Phone: 5383 6393

Cooinda Kindergarten

74 Cooper St
Stawell Vic 3480
Phone: 5358 2357

Marrang Kindergarten

87 D'Arcy St
Stawell Vic 3480
Phone: 5358 1249



You can arrange a kindergarten visit with your child during session times at your preferred site and see how it works. **(Please note:** these visits must be pre-arranged with the teacher and to make an appointment or to talk to the teachers please call the kindergarten, the best time to call is between 2 - 4pm.



COOINDA KINDERGARTEN

(STAWELL) 4 Year Old Program

Cooinda Preschool provides an interest based emergent curriculum in an environment that sees the indoors and outdoors as equally important.

Families are encouraged to participate in the program as much as possible whether they come on an excursion, read a story or tidy the garden.

The program is developed in conjunction with the children and families with initial goals set and then reviewed through-out the year.

The children are encouraged to be independent, resilient and eager to explore the Preschool environment.



One of the main aims is to encourage the children to develop an awareness that they are a member of the wider community by visiting local schools, the nursing home, playing in the park, walking through the bush, observing the local street scape and respecting/caring for their environment (collecting rubbish on regular walks).

2019 PROGRAM DETAILS

Session: Rotational program operating 4 groups of 9 children (15 hours) attending a combination of 3 days each (Monday, Tuesday, Thursday & Friday)

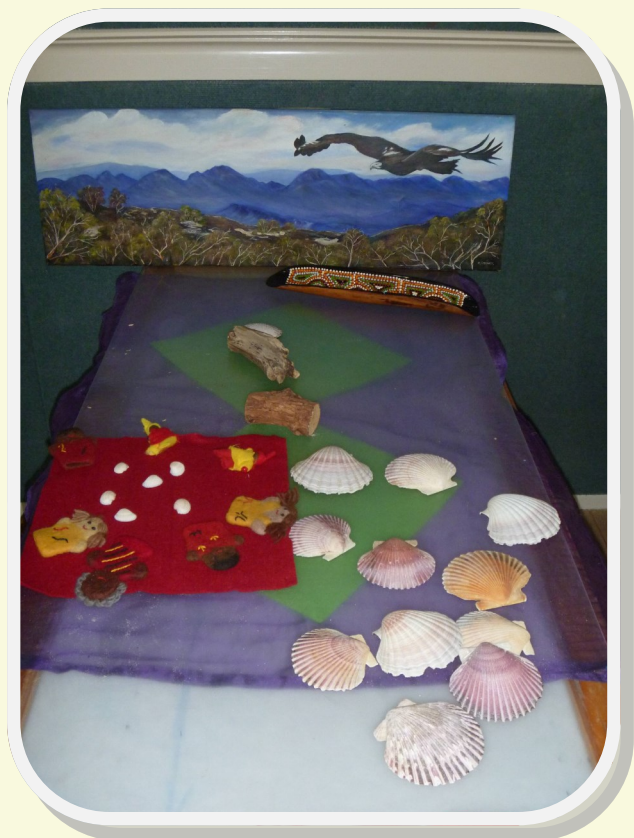
Please note: depending on enrolment numbers sessions may be altered.

Times: 9.00am to 2.00pm (Monday, Tuesday, Thursday & Friday)

EDUCATORS:

- **Teacher Educator-** Kathryn Richards
- **Assistant Educator** - Liz Hateley (M, T, Th,F))
- **Assistant Educator-** Anne Johns (Mon/Tues)
- **Assistant Educator** - Emma Artz (Thurs/Frid)

Parking At the front of the building in Cooper Street.





COOINDA KINDERGARTEN

(STAWELL) 3 Year Old Program

The three year old program at Cooinda Preschool consists of 3 main features; free play, teacher initiated play and child directed learning. Our day generally begins outdoors, but can also evolve into indoor/outdoor play depending on weather conditions and the children's interests in the experiences that are provided on a given day.

During the day we offer a range of individual, small group and large group activities that cater for all children's developmental needs and learning styles. The play based-program allows the children to learn in a secure and safe environment, fostering the development of their interests and needs.

Our program encourages social skill development such as; sharing, turn taking, and communicating with each other in a respectful and cooperative manner. Our routine remains a constant so that the children feel comfortable and supported throughout the day.



Our program encourages children to be curious, explore and direct their own learning. We welcome Parent and family input into our program, and are keen to have their involvement in sessions.

2019 PROGRAM DETAILS

Session: 4 hours on a Wednesday

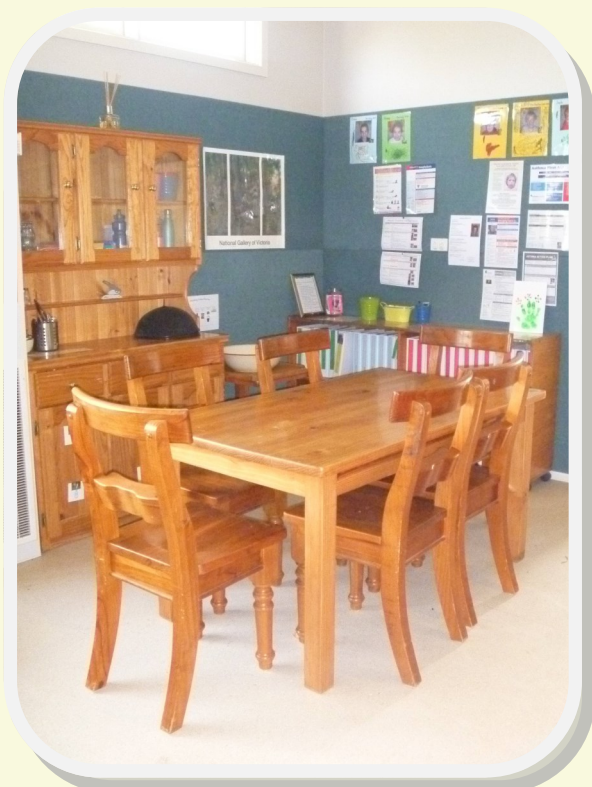
Please note: depending on enrolment numbers sessions may be altered.

Times: 9.30am to 1.30pm

EDUCATORS:

- **Teacher Educator-** Susan McAskell
- **Assistant Educator** - Liz Hateley

Parking At the front of the building in Cooper Street



As an inclusive service at Laharum Preschool kindergarten, we encourage the parents and families to participate in our program to be part of the community focus on all children's wellbeing. The collaborative partnership between HDKA, school Principle and staff, children, parents and the wider community ensures the daily management and operations of the kindergarten in accordance with our regulatory requirements.

During the year as your child's educators we aim to ensure that our plan towards your child's first contact with the kindergarten is a happy and satisfying experience, that will result in establishing positive attitudes towards their growth and development. We will provide your child with the opportunity to develop the skills and knowledge that they will develop through their future education. We take into account children's experiences and backgrounds to make sure learning programs are targeted to meet individual children's needs.

Our role is to provide each individual child with the best possible start to their education through a program that features a holistic, integrated approach where child- centered experiences, play, open-ended tasks, explicit teaching and structured activities provides the balance of the curriculum.



Every child is an individual therefore we strive to plan and support your child to their own developmental level, taking into consideration their social, emotional, psychological and physical needs. We also aim to encourage the development of your child's confidence, concentration, and skills to foster their imagination and creativity and help build their self-esteem. This will be achieved through educator practices informed by the Victorian Early Years Learning and Development Framework Practice Principles.

2019 PROGRAM DETAILS (pending Numbers)

4 YEAR OLD PROGRAM:

Session: tbc

Please note: depending on enrolment numbers sessions may be altered.

Time: 9am to 2pm

EDUCATORS:

- **Teacher** - tbc
- **Assistant** – tbc

3 YEAR OLD PROGRAM:

Session: 3hr - tbc

Time: 9am to 12noon

Session: 5hr - tbc

Time: 9am to 2pm





MARRANG KINDERGARTEN

(STAWELL) 4 Year Old Program

Marrang Kindergarten is located in the YMCA Community Hub on the Taylors Gully Reserve. Marrang Kindergarten shares the Hub with Maternal and Child Health Services and YMCA Child-care Centre. Before and after Kindergarten care is available through the YMCA Childcare Centre.

Our indoor and outdoor spaces are well connected with large bi-fold doors and windows. Making the indoor and outdoor spaces feel like one large learning space. We offer an indoor / outdoor program year round with progressive meal times allowing for your child's individual needs and preferences. The program and our practices are guided by the Victorian Early Years Learning and Development Framework and our philosophy.

The philosophy is updated yearly with collaboration from children, families and the wider community. The environment, routines and activities reflect learning documentation containing information about your child's emerging skills, knowledge and interests. The learning documentation is collected through formal observation methods and discussions with family members. The environment is set up to encourage your child to create their own learning activities with access to a variety of equipment and materials.



Marrang Kindergarten is a fun place where your child can develop new friendships, become confident about who they are and what they can achieve, while learning new concepts and skills.

We would love to have you and your child/ren join our Kindergarten community. If you are unable to make the open day, please call to make a time to come take a look and meet our friendly educators

2019 PROGRAM DETAILS

Session: Rotational program operating 5 groups of 9 children (15 hours) attending a combination of 3 days each (Monday to Friday)

Please note: depending on enrolment numbers sessions may be altered.

Times: 8.45am to 1.45pm

EDUCATORS:

- **Teacher Educator-** Michelle Warren
- **Assistant Educators-** Lynette Fernandes & Colleen Matthews (Mon & Tues)
- **Assistant Educator-** Amanda Lowe (Wed)
- **Assistant Educator-s-** Pamela Seaman & Helen Reading (Thurs & Fri)

Parking: South side of building in designated car parking area.





Dates to Remember

School Terms 2019

Term 1:	4 February to 5 April 2019
Term 2:	23 April to 28 June 2019
Term 3:	15 July to 20 September 2019
Term 4:	7 October to 20 December 2019

Please note: The first two weeks of Term one will be a staggered start at each Kindergarten. This assists staff to ensure that your child feels safe and secure at kindergarten and gives staff the opportunity to get to know your child in a smaller group. Staggered start times and dates will be provided to you by the kindergarten prior to your child's commencement.

Public Holidays 2019

Labour Day	<i>Monday 11 March 2019</i>
Easter Monday	<i>Monday 22nd April 2019</i>
ANZAC Day	<i>Thursday 25 April 2019</i>
Queens Birthday	<i>Monday 10 June 2019</i>
Grand Final Eve	<i>Friday 27 September 2019</i>
Melbourne Cup Day	<i>Tuesday 5 November 2019</i>

Kindergartens in Horsham Rural City Council & Northern Grampians Municipality

HDKA Early Years Management Services

Enrolment enquiries to HDKA 5382 7997

HORSHAM BASED KINDERGARTENS

Bennett Road Kindergarten	03 5382 1481
Green Park Kindergarten	03 5382 2799
Kalkee Road Kindergarten	03 5382 9526
Laharum Pre School	03 5383 6393
Natimuk Pre School	03 5387 1246
Natimuk Road Kindergarten	03 5382 2139

STAWELL BASED KINDERGARTENS

Cooinda Preschool	03 5358 2357
Marrang Preschool	03 5358 1249

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Horsham & District

Kindergarten Association Inc

PO Box 1326

Horsham Vic 3402

Phone: 5382 7997

Website: www.hdka.com.au



**“Excellence in Early
Childhood Education”**