



2024 PARENT INFORMATION BOOKLET

INTRODUCTION

About Dame Nellie Melba Kindergarten

DNMK is a stand-alone, not-for-profit Kindergarten providing education and care services including funded 3 year-old kinder programs, funded 4 year-old kinder programs with the option of an additional Bush Kinder program, extended care and a play group for children 0–3 years old. Our service is governed by our committee of management, with day to day management provided by a full time Director and our programs are delivered by Bachelor, Diploma and Certificate III qualified educators

Our 3 and 4 year-old kinder programs are subsidised by the State Victorian Government. Our voluntary fees and fundraising meet the gap between Government Funding and the costs of running the quality service that is DNMK.

All of our education and care programs run in accordance with the *National Quality Standards (NQS)* and *Victorian Early Years Learning Framework*, and we pride ourselves on combining the celebration of imagination, curiosity and play with purposeful, educator-led education.

Early childhood services around Australia are assessed every 3-5 years against the *National Quality Standards (NQS)*. Our service underwent an assessment and rating process in 2018 we achieved a rating of “*exceeding the national quality standards*”.

CONTACT DETAILS

Dame Nellie Melba Kindergarten

18 Goodwood Street Richmond

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DNMK Philosophy of Practice

A three-way partnership: children, their families and educators

Working with local families for over 100 years

Dame Nellie Melba Kindergarten (DNMK) has recently seen the milestone of 100 years in the service of supporting children and families in the community of Richmond. The kindergarten aims to reflect what makes Richmond a vibrant and interesting locality and is much like the suburb itself: both old and new, exciting and quiet, and celebrating a diverse culture.

Involving families in decision-making

We embrace the concept that children are raised, nurtured and supported by the 'village', and we believe that family, cultural and community beliefs influence a child's learning as well as their social and moral development. So it is a key ideal at DNMK to work closely with families in decision-making, programming and the curriculum. We are also supported by a parent volunteer committee and an industry advisor association.

Educators collaborating and learning from each other

The educators create a sustainable work environment by both building on their individual strengths and talents and continuously learning and growing together, ensuring an engaged and long-standing team.

Educators work together to create the developmental programs, and support each other by challenging, questioning and continually reflecting on routines, our understandings of children's perceptions and opportunities to embrace learning.

A holistic view of learning and development

Celebrating imagination, curiosity and play

DNMK has a holistic view of children's learning and development and celebrates the wonderful ability of children to play and turn seemingly small discoveries into opportunities for creativity, joy and learning. A fallen tree branch can become a rocket ship, a raised block might be a galleon travelling over the high seas, and holes dug in the sandpit can form a new civilisation.

Promoting young spirits' self-discovery

We believe in promoting children's individuality and their ideas and abilities. We encourage autonomy and independence and celebrate the certain special magic each child brings to the early-learning environment, instilling in every child the belief that they can achieve all they want, and extending children's expectations of themselves.

We value the flexibility and creativity of an evolving curriculum where the children's interests and passions set the foundations for learning outcomes that are relevant, interesting and functional for them. With



purpose and passion, DNMK promotes independence and agency, empowering children to have input into and ownership over the world and the home and away from home that is their kindergarten.

Supporting purposeful, educator-led learning

Play is also the context in which children learn. Educators ensure this learning incorporates music, science, mathematics, language, motor skills, creativity as well as social skills. Maria Montessori wrote that 'play is the work of young children' and Erik Erikson maintained that 'the playing adult steps sideward into another reality; the playing child advances forward to new stages of mastery.' The DNMK educators guide this process and invite children to investigate, explore, share and delight in the sheer joy of learning.

An appreciation of nature as a foundation for learning and practice

Exploring our inner-city garden

Outdoor play, with its corresponding channels of exploration and investigation, is a major facet of children's learning while at DNMK. Although located in a suburb notorious for small spaces, the kindergarten is situated on a generous block of land that allows children ample space, both physically and mentally, to 'run free'. When children are digging, building and exploring outdoors, they are observing the patterns and cycles of the natural world, noticing the birds, the trees, the worms and the spiders.

Providing challenging physical environments

Exploring movement and testing strength and agility is an important part of childhood. We take care to provide challenging physical environments so children can develop their skills in making judgements of risk and ability.

Encouraging conscientious and informed choices about how we live

Children help to nurture the kindergarten's natural spaces through planting and gardening. This develops the children's sense of responsibility for their environment and their understanding of sustainability. Various curriculum initiatives, including composting and worm farming, also foster environmental awareness.

Furthermore, children's connection to and respect for nature links them with the traditional owners of the land and is an important part of the continuing dialogue of reconciliation in coming generations.



EDUCATOR STRUCTURE

All our kindergarten programs are led by Bachelor qualified teachers and early childhood qualified educators working above the educator-to-child ratios defined within the Children's Services Regulations. In 2023 the prescribed ratios for children aged 3–5 are 1:11. Within DNMK's 3 year-old kinder program we enrol up to 24 children with three educators (1:8). In our 4 year-old kinder program we enrol up to 29 children with three educators (1:10). In our extended care programs Wattlebirds operates with up to 20 children and 2 educators and Robins can have up to 28 children with 3 educators. The 4yo Bush Kinder program operates at a 1:8 ratio. Improved ratios ensure a higher quality experience and more one-on-one time for your child.

Our Director is a Bachelor qualified Early Childhood Teacher who acts as Nominated Supervisor and Educational Leader for the kinder. The role of Director includes contact hours in all kinder rooms, which provides an opportunity for the development of relationships with all the children and families attending DNMK. The role of Director at DNMK is to support the educators in delivering quality programs, support families and children's learning outcomes and the general day today management of a thriving kinder community and beautiful old building and grounds.

COMMITTEE OF MANAGEMENT

DNMK is managed by a parent committee, elected at DNMK's Annual General Meeting. The 2024 AGM will be held on Thursday 22nd February 7:00pm – 8:00pm.

Our Executive committee of management consists of:

- President
- Vice President
- Treasurer
- Secretary
- Up to six ordinary members

Ordinary members are tasked with roles such as Human Resources/Staff Liaison, Communications or Maintenance, or as the head of sub-committees such as Grants, Policy and Social, Events & Fundraising.

We encourage all parents in the kinder community to contribute in some way to the kinder through the year. To get a taste of how you can participate please come along to the AGM on Thursday 22nd February 2024. There are many ways to have input and attending at the AGM is a great start!



OPERATING DATES - 2024

Term 1:	Friday 29th January (Children attend from Wednesday 31st Jan) – Thursday 28th March
Term 2:	Monday 15th April - Friday 28th June
Term 3:	Monday 15th July - Friday 20th September
Term 4:	Monday 7th October – Friday 20th December (Children last day Thursday 19th)

The service is closed on public holidays throughout the year.

OUR VARIOUS PROGRAMS

Rainbow Lorikeet and Currawong Groups (4 year-old kindergarten programs)

Both 4 year-old kinder programs operate for a total of 15 hours per week and have up to 29 children enrolled. The sessions are led by a Bachelor trained Early Childhood Teacher and Diploma qualified educators.

Families have the option of extending their children's kinder day by staying for Extended Care after the conclusion of the kinder session.

4 year-old Bush Kinder program

Our Bush Kinder program is offered as an additional session to the 15 hours of funded kinder. This program will run in Burnley Park on Fridays.

Currawong Group 8.30am-11.30am.

Rainbow Lorikeet Group 1.00pm-4.00pm.

The ratio for bush kinder is 1:8 with a maximum of 24 children able to attend, the program will be run by the relevant group's teacher with diploma co-educators.

Children are able to access Robins and Bush Kinder programs for a full day of care.

Please see the Bush Kinder handbook for more details.

Honeyeater & Kookaburra Groups (3 year-old kindergarten programs)

Both 3 year-old kinder programs operate for a total of 10 hours per week and have up to 24 children enrolled.

The sessions are led by a Bachelor trained Early Childhood Teacher, and Diploma or Cert III qualified co-educators.



3 year old groups (1.30-5.30pm) Wattlebird extended care session Monday – Thursday

The 3yo Extended Care sessions operate after the Monday to Thursday programs for families that need extra care up until 5.30pm. This program will be run by 2 diploma qualified educators. The 3yo and 4yo sessions join together from 4.00pm.

4 year old groups (4.00-5.30pm) Wattlebird extended care session Monday – Thursday

The 4yo Extended Care sessions operate after the Monday to Thursday programs for families that need extra care up until 5.30pm. This program will be run by 1-2 educators depending on the number of children attending. The 3yo and 4yo sessions join together from 4.00pm.

Robins (Friday mixed age group session)

The Robins Program is open 8:30am – 5:30pm for both 3yo and 4yo children and operates in the 4yo kinder room on Fridays only. The session is led by a Diploma qualified early childhood educator and 1-2 additional qualified early childhood educators depending on attendance numbers. Families may book casually by calling or emailing two days prior or book for a full term.

To book a casual place throughout the year please do via Story Park Manage.

To discuss a permanent booking please email admin@dnmk.com.au

Friday DNМК Playgroup (Babies and toddlers)

2024 check the kindergarten website on www.dnmk.com.au for updates.

Our playgroup is geared towards babies and toddlers. It is a wonderful way for children to become accustomed to the play space prior to commencing their 3 year-old kinder year...but also a casual place to meet some neighbours with children. Although there are always a few educators around on Fridays, there are no DNМК staff leading this session. Parents are asked to work together in tidying up towards the end of the session.



KINDERGARTEN PROGRAM DAYS AND TIMES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
RAINBOW LORIKEET GROUP 4YO KINDERGARTEN	8.30-4.00		8.30-4.00		Optional Bush Kinder 1.00-4.00
CURRAWONG GROUP 4YO KINDERGARTEN		8.30-4.00		8.30-4.00	Optional Bush Kinder 8.30-11.30
4YO EXTENDED CARE PROGRAM	4.00-5.30	4.00-5.30	4.00-5.30	4.00-5.30	
HONEYEATER GROUP 3YO KINDERGARTEN	8.30-1.30		8.30-1.30		
KOOKABURRA GROUP 3YO KINDERGARTEN		8.30-1.30		8.30-1.30	
WATTLEBIRDS 3YO EXTENDED CARE PROGRAM	1.30-5.30	1.30-5.30	1.30-5.30	1.30-5.30	
ROBINS MIXED AGE PROGRAM					8.30-5.30



FEES

Statement of Fees and Charges

Fees schedule 2024 – 4yo kindergarten

Rainbow Lorikeet Group Monday and Wednesday 8.30am-4.00pm

Currawong Group Tuesday and Thursday 8.30am-4.00pm

Sessional Kindergarten is fully funded in 2024, meaning your child's kinder hours are FREE!

At DNМК we run an exceeding rated service that provides exceptional education and care standards.

We offer a higher educator to child ratio than is required by regulation, meaning better outcomes for your child.

Our programs currently include incursions, special days, excursions and access to quality educational resources.

To maintain this level of education and care for your child we ask you to consider paying a Voluntary Gap Fee as outlined in the statement below.

2024	4yo Fee	Voluntary Gap Fee	Note
Annual Maintenance Levy	\$0	\$300	Maintenance of the kindergarten gardens and buildings is funded entirely by voluntary contributions.
Terms 1, 2, 3 & 4	\$0.00 Free Funded Sessional Kinder	\$250/term = \$12.50/day	You will be sent a survey to nominate how you would like to pay the gap fee and then invoiced accordingly mid January and then each term if required
		\$800/year if paid in full by end of Jan 23 = \$10/day	
Annual Total	\$0	\$800-\$1300	



4 year old Extended Care, Robins Friday Extended Care and Bush Kinder Fees:

No casual bookings available for Bush Kinder

Families with multiple children enrolled will attract a single casual booking fee per family per session.

		Per Term Booking	Casual Booking
4yo Extended Care Program Monday, Tuesday Wednesday, Thursday	4.00pm-5.30pm	\$25/session-invoiced per term.	\$30 per session
Friday Robins	8.30am-5.30pm	\$100/session -invoiced per term	\$110 per session
Bush Kinder Only	CU -8.30am-11.30pm RL 1.00am-4.00pm	\$50/session -invoiced per term	No casual bookings available
Bush Kinder and Robins Full Day	8.30am -5.30pm	\$120/session -invoiced per term	Only available for children enrolled in BK \$130 per session



Fees schedule 2024 – 3yo kindergarten

3-year-old-Honeyeater Group

(Monday 8.30am-1.30pm + Wednesday 8.30am-1.30pm)

3-year-old Kookaburra Group

(Tuesday 8.30am-1.30pm + Thursday 8.30am-1.30pm)

10 hours per week

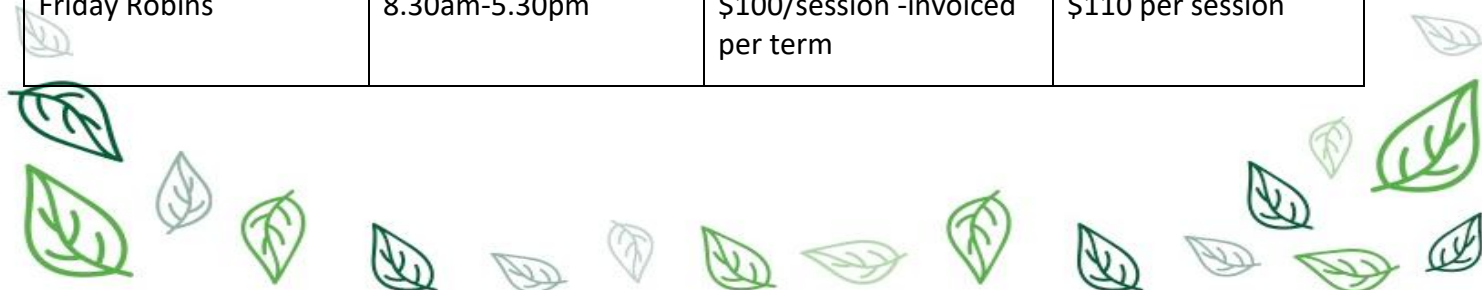
2024	4yo Fee	Voluntary Gap Fee	Note
Annual Maintenance Levy	\$0	\$300	Maintenance of the kindergarten gardens and buildings is funded entirely by voluntary contributions.
Terms 1, 2, 3 &4	\$0.00 Free Funded Sessional Kinder	\$160/term = \$8/day	You will be sent a survey to nominate how you would like to pay the gap fee and then invoiced accordingly mid January and then each term if required
		\$500/year if paid in full by end of Jan 23 = \$6.25/day	
Annual Total	\$0	\$500-\$940	

3 year old Wattlebirds and Robins Extended Care Fees:

All casual bookings will incur an extra \$10 fee.

Families with multiple children enrolled will attract a \$10 casual booking fee per family per session.

		Per term booking	Casual booking
Monday and Wednesday Wattlebirds	1.30pm-5.30pm	\$50/session-invoiced per term.	\$60 per session
Tuesday and Thursday Wattlebirds	1.30pm-5.30pm	\$50/session -invoiced per term	\$60 per session
Friday Robins	8.30am-5.30pm	\$100/session -invoiced per term	\$110 per session



Payment of fees.

Invoices will be issued each term.

3yo kindergarten program - Children turning three during the year

Children can only commence the program once they have turned three.

3 and 4yo Government Funding

The 3yo and 4yo kindergarten programs are fully funded by the State Government.

Voluntary Gap Fee

DNMK asks families to consider making a voluntary Gap Fee payment to support the above ratio staffing and quality programs.

Voluntary Building Maintenance Levy

Our kindergarten building was built in 1930 and we have the obligation and privilege to preserve the building for future generations. We ask that families consider making a donation towards the maintenance of the building and gardens that our children enjoy.

Late collection charge

The Committee of Management/Board reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child. The fee charged will be \$50 for first 15 minutes and \$50 for each 15 minutes after that.



AFTER ENROLMENT

After the enrolment process is underway opportunities to begin your connection to our service begin. The below events are open for you to attend.

Parent Information Evening –Parent Information sessions will be held on Wed 22nd November - 3yo and Thursday 23rd November - 4yo.

These meetings will be an opportunity to meet your child's educators and ask any questions regarding their time at kinder.

Orientation Days for the children –2024 Rainbow Lorikeet 4yo's Wednesday 29th November 10am-11am

2024 Currawong 4yo's Thursday 30th November 10am-11am

2024 3yo Kindergarten - both cohorts Friday 2nd December 9.30am-11.00am

Prior to attending kinder for 2024 families will need to complete the online Enrolment form and to provide (if required):

- A colour copy of your child's asthma management plan issued by your doctor
- A colour copy of your child's anaphylaxis management plan issued by your doctor
- A copy of your child's **immunisation history statement** – this document is accessed via your Medicare online account.

The Children's Services Regulations 2009 require this information to be provided before your child commences kindergarten.

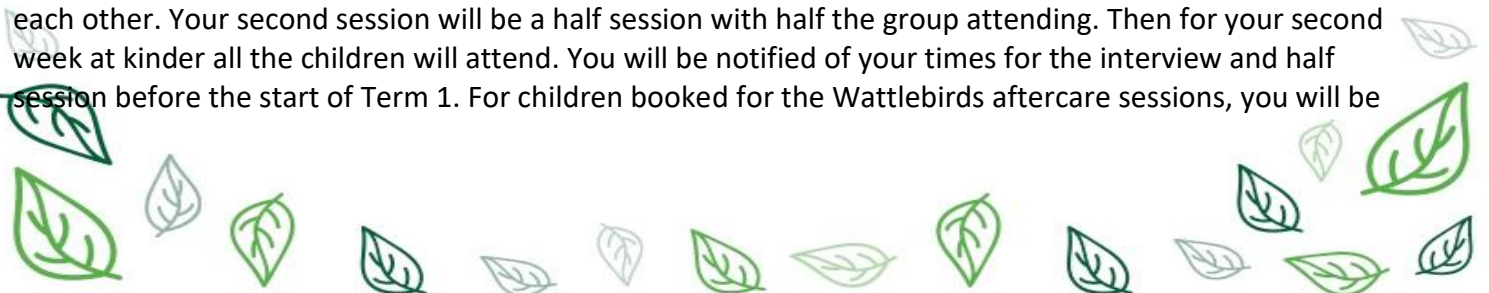
DNMK Policies

The DNMK Community including educators, Committee members and parents are required to adhere to the requirements and responsibilities stipulated within around 42 Policies. Please read the Code of Conduct Policy and Child Safe Environment and Wellbeing Policy attached to your Parent Handbook email. All other policies can be found on our website at <https://dnmk.com.au/policies-and-procedures/>. We ask that you visit this link and become familiar with the range of policies available.

STARTING KINDERGARTEN

Staggered Starts

3 year old Kindergarten program: Children attending the 3 year-old programs will start their first week at kinder slowly with individual teacher meet and greets and then half group size split sessions. We aim to make the transition to DNMK and for some, the first experience away from home, as smooth and enjoyable as possible. For your child's first session you will be given a 15 minute time slot where you and your child will have time to meet the teaching team, have a look around, ask questions and just generally get to know each other. Your second session will be a half session with half the group attending. Then for your second week at kinder all the children will attend. You will be notified of your times for the interview and half session before the start of Term 1. For children booked for the Wattlebirds aftercare sessions, you will be



able to access these from the second session -your child will attend the second session and then stay on for WB.

2024 dates for 3yo transition:

Honeyeaters (Mon & Wed)

Wednesday 31st January 15 minute meet and greets between 8.30-4.00pm with an opportunity to explore the kinder space.

Monday 5th Feb – First session 8.30-11.30am. Second session 1.00-4.00pm. Wattlebirds available.

Wednesday 7th Feb -Full attendance 8.30am-1.30pm

Kookaburras (Tues & Thurs)

Thursday 1st Feb -15 minute meet and greets between 8.30-4.00pm with an opportunity to explore the kinder space

Tuesday 6th Feb -First session 8.30-10.30am Second session 11.30-1.30am. (Wattlebirds available)

Thursday 8th Feb -Full attendance 8.30-1.30pm.

4 year old kindergarten program: To support a smooth transition into the new program you will be provided with a suggested split group timetable for the first 2 days of kindergarten attendance. This will be half the group attending on Day 1 and half on Day 2. Having smaller numbers for their first session supports the educators and children by providing time and space to connect with each other and the program.

Teachers will conduct Parent Teacher interviews in Term 1 to provide an opportunity to touch base and discuss learning goals for your child.

Rainbow Lorikeets (Mon & Wed)

Wednesday 31st Jan -Half group 8.30-4.00pm. Wattlebirds available

Monday 5th Feb -Half group 8.30-4.00pm. Wattlebirds available.

Wednesday 7th Feb -Full group.

Currawongs (Tues & Thurs)

Thursday 1st Feb-Half group 8.30-4.00pm. Wattlebirds available

Tuesday 6th Feb -Half group 8.30-4.00pm. Wattlebirds available

Thursday 8th Feb -Full group.

Robins Friday Extended care:

Friday 9th Feb -First day of Robins.



What to Bring

Bag – Each child has their own hook to hang their bag on. The bag should contain at least one change of clothes including undies and socks.

Water bottle – Please clearly label your child’s drink bottle and put on the drink bottle trolley on arrival.

Food – At the start of the kinder year it is always recommended to pack more food than you think your child will eat. It can help to pack separate boxes for different meals (morning tea, lunch) to help your child eat their food evenly throughout the day. Educators will support children to eat the appropriate food for each mealtime, however we often see children eating too much in the morning and having very little left by the end of the day. We do have rice crackers available for the afternoon if we find children are hungry.

3yo -morning tea and lunch -children staying for extended care will need afternoon tea.

4yo-morning tea, lunch and afternoon tea.

We encourage lunches to have a health focus and contain no waste contributing to land fill.

We are a **Nut and Allergy Aware Kindergarten** which means we ask that you **do not include nuts of any kind** in your child’s lunch box. We often have children with allergies and anaphylaxis. If your child has nuts at kinder the item will be removed and disposed of. If your child’s main source of lunch is nut based (ie peanut butter sandwich) we will contact you to discuss providing an alternative option. Occasionally a child in your group will have allergies to other foods and we will share this information with the group when appropriate.

Clothes – Clothing worn to kindergarten should be comfortable and allow maximum freedom of movement. Clothing should be labelled. Easy-to manage clothing helps with independence – for example, elastic waists, press studs, zips and Velcro. In warmer weather, children need to adhere to the Sun Smart policy – shoulders covered by clothing (no singlets or strap dresses).

We provide and encourage messy, muddy play so please consider this when dressing your child. Old, casual clothes are the best clothes for a day of learning t kinder!

Hats -We ask that you provide your child with a labelled wide brimmed hat that can be kept at Kinder. We do have spare hats available at kinder if your child forgets their hat.

Footwear – In the interests of your child’s safety, thongs and crocs should not be worn to kindergarten as it can be difficult for children to negotiate around the rocky areas and climbing. We allow supervised bare feet indoors and outdoors. You can leave gumboots at kinder or bring some on wet days.

Sunscreen – As is detailed in DNMK’s Sun Smart Policy children are required to wear sunscreen on days the UV index exceeds 3. Please apply sunscreen before your child starts their kinder day. There will be sunscreen available at the sign in desk, or you may like to apply your own before arriving at kinder.



Sunscreen will be reapplied before the children go out after lunch. If your child requires a special sunscreen please provide your teacher with a named bottle. Please do not leave it in your child's bag. Children must wear clothes that cover their shoulders, no singlets or strappy tops.

Toys – We ask that children do not bring toys from home. Comfort toys for rest time or to support morning transitions are welcomed, and children will be supported to keep them safely in their bag when not needed.

Mosquito repellent – Unfortunately in the summer months we have a high population of mosquitoes. We use zappers and make sure there is no water around at the end of the day but they are unavoidable. If you would like to leave a named repellent with the educators they can apply this to your child throughout the day. We recommend that you apply it at the start of the day as well.

Arrival & Departure

All kinder sessions start no earlier than 8:30AM. If you arrive earlier than 8.30 please stay with your child in the yard until the teacher indicates that the session is ready to start.

It is a legal requirement that children are signed in at drop off and pick up. Your teachers will be signing the children in, please make sure you have connected with your teacher and that your child is signed in before you leave the kinder.

Please note: No-one other than the people nominated on your child's enrolment form in Story Park Manage will be allowed to collect your child. You can add people as nominees to collect your child through Story Park Manage. If circumstances change unexpectedly throughout the day and you are unable to collect your child please email georgi@dnmk.com.au with the persons details and call the centre to give authorisation for someone else to collect your child.

You will be contacted by your child's educator if an unexpected person arrives to collect your child. Children under the age of 16 are not permitted to drop off or collect children. Please see the Delivery and Collection of Children Policy for more information.



Communication

DNMK uses **Story Park** as our primary form of communication with families. You will have already started your Story Park account when completing the enrolment form. Please make any Carers in the family 'Admin' as this will allow you to access all notifications from the kinder and your teachers. You can invite family members to have access to your child's learning stories and experiences at DNMK. Please visit the website for more information regarding privacy and how Story Park works.

<https://www.storypark.com/au/>

<https://help.storypark.com/en/>

<https://www.storypark.com/au/child-safety/#>

Story Park at DNMK allows:

- Teachers to provide regular fortnightly updates on the program
- Teachers to provide updates on children's health and wellbeing where required
- Teachers to provide updates on your child's individual learning journey
- Management to send notices and reminders of all events and updates
- Parents to engage with DNMK management and teachers on all the above

Email - Email is used for the distribution of receipts for payments and more sensitive and confidential written communication.

Chats – Educators will be available for quick chats at the beginning and end of each session. If you would like to have a longer discussion with your child's teacher about anything, please feel free to get in touch via Story Park to arrange a time for an in person catch up or phone call.

Newsletter - The Dame Nellie Melba Kindergarten newsletter is issued at the end of each term through Story Park.

Excursions and Incursions

As part of the educational program DNMK engages various incursions throughout the year, aiming to have at least 1 per term. These incursions possible due to the voluntary donation contribution.

Kinder groups also take part in excursions from time to time. These are exciting ways for the children to engage with the community and experience learning opportunities outside of kinder. Excursions usually require parent volunteers. Each excursion will be different and adhere to our Excursion and Service Events Policy.



Birthdays and celebrations.

We love celebrating Birthdays at kinder! On your child's birthday you are welcome to bring a cake, baked treat or pre-packaged treat to share. We welcome families sharing food from traditional celebrations as well, as these are great opportunities for children to learn about a variety of cultures and traditions. Please speak to your teacher if you would like to share something with your child's group. **All food brought to kinder must have an ingredients list provided.** If educators feel unsure about a food brought to share they will not share it with the group, either sending it home, or passing it out at the end of a session into the parents care.

Allergies & Food intolerances.

Occasionally we have children with allergies other than nut. In this instance your child's kinder group will be notified of the allergen and we will ask that you be mindful of that allergen when preparing food for your child.

If your child has an allergy, we will not offer food brought from someone else's home without your approval.

We suggest leaving a 'treat box' with your kinder teacher. This could be some prepacked treats (freddo frogs, icy poles etc) or a small container of baked goods to be kept in the freezer (muffins, banana bread etc)

Parent Helper Program

Parents will be asked to complete a survey at the start of the year so that each kinder group can decide a way that supports families to visit kinder as a helper. It may be a fruit duty helper, special activity helper, stay and play. Each group may be running a different opportunity based on the feedback we receive from you.

Visiting Kinder – Children and teachers love having a family member come and share something with the group at kinder. Please see your teacher if you or a relative would like to share something with the children. It may be reading a story, sharing a special song, cooking, gardening, celebrating a cultural event....the list is never ending!

Accidents and Medications

If your child has an accident or becomes injured educators document these events through Story Park Manage as an incident report. You will be notified through Story Park Manage and asked to acknowledge the report. If your child receives any kind of bump/injury above the shoulder you will also receive a phone call to let you know as per the Incident, Injury, Trauma and Illness Policy.

If your child requires medication during the session parents or guardians must complete an Administering of Medication Form. Medications must be in the original container with the original label; have the child's full name stated on the label; and not be past the expiry date.

[Incident, Injury, Trauma and Illness Policy](#)
[Administration of Medication Policy](#)



Absences – contact the kindergarten

If your child is sick, please keep them at home. Please be mindful that if they have a cough, persistent runny nose or temperature you will be asked to collect your child and they should not return to kinder until they are symptom free.

Children with infectious diseases will be excluded from kindergarten in accordance with the Department of Health and Infectious Diseases Regulations. Families will be notified of any cases of infectious diseases that may occur at the kinder including head lice, measles and hand, foot and mouth and Covid 19.

Please notify your teacher if your child is going to be absent via Story Park Manage or phone call.

THE HISTORY OF DAME NELLIE MELBA KINDERGARTEN

Dame Nellie Melba GBE (19 May 1861 – 23 February 1931), born Helen “Nellie” Porter Mitchell in Richmond, Victoria, was an Australian operatic soprano. She became one of the most famous singers of the late Victorian Era and the early 20th century.

On the 23rd of July, 1915, due to the inadequacy of the local crèche, a committee was formed to establish a free kindergarten at St Stephen’s Jubilee Hall. The founding committee resolved to ask Madame Melba to be Patroness, and applied for affiliation with the Free Kindergarten Union (FKU). The kindergarten then commenced operations.

During the war years Melba was a regular visitor to the kindergarten and she presided over the annual meeting in 1918. In 1919, to mark the peace celebrations, all the children received a commemorative medal. In 1928, the church hall had become too small, and the Goodwood Street site was purchased. Construction began and the new building was opened by Lady Somers in 1930.

Source: Melba’s Richmond - Some Recollections of an Era 1860–1930 (John Moody)

