



Highmount Pre-school  
36 Lechte Road, Mount Waverley, VIC 3149  
T (03) 9802 2812

## IMPORTANT DATES

### TERM DATES:

#### **Term 4**

#### **Thursday 17<sup>th</sup> December**

Last attendance day

#### **Friday 18<sup>th</sup> December**

Preschool Closed. Teacher Only.

#### **Thursday 26<sup>th</sup> November**

Staff Professional Development Day

**Friday 27<sup>th</sup> November** - Enrolment paperwork due for returning students.

#### **Little World Photography - Week Commencing December 7<sup>th</sup> -**

Information and registration has been issued. Further information available at <https://www.littleworldphotography.com.au>

#### **Summer School Holidays**

Saturday, 19<sup>th</sup> December – Wednesday, 27<sup>th</sup> January 2021  
(school teachers start)

## NEWSLETTER TERM 4, 2020

### **President's Report Term 2, 2020**

Dear Highmount Families,

What an extraordinary year it has been!

I would like to thank our staff for their dedication, perseverance and courage through all the changes we have faced with the COVID-19 pandemic. They have continued to work hard to support our children and families, delivering a high-quality educational program, both at kindergarten and online.

Term 4 has seen the return of almost all children to the kindergarten, and it's wonderful to have them back! They have shown amazing resilience, settling back in extremely well thanks to the strong relationships they have with their friends and teachers.

Thank you to all our kinder families for their continued support throughout the year. I genuinely appreciate everyone's understanding in adapting to the many changes we have needed to implement to keep everyone safe.

Following the Victorian Government's announcement regarding free kinder for 4 year-olds in 2021, and reduced fees for 3 year-olds, we are awaiting confirmation and details, and ask that families wait until they receive a fee invoice before making any payments that may be due. We will communicate further information as it is received.

I sincerely thank our Committee of Management for all their support and dedication to the kinder during this challenging year. They've been such a great team to work with, and for those members leaving us, a huge thank you for all that you have contributed in your time at Highmount. We'll miss you!

For those Committee members continuing on next year, your commitment is greatly appreciated – thank you. I'm looking forward to working with you again, and also welcoming our new members.

Best of luck to our four-year-old children as they start school next year!



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I hope you always hold fond memories of your preschool years, and I wish you all the very best. I'm sure our three-year-olds are looking forward to spending more time at kinder next year. We are certainly looking forward to having them back, and can't wait to welcome our new three year olds for 2021!

Thank you to our Administration Manager, Anastasia for the dedication and support you give to the Committee, Staff and families, and for always ensuring everything is super organised and runs smoothly. We appreciate it immensely.

Best wishes to everyone for a safe and happy holiday, and a much less tumultuous year ahead than this one!

Kind Regards,

**Lou Skepper**

President

[highmount.president@gmail.com](mailto:highmount.president@gmail.com)

## Sun Protection

The Cancer Council of Victoria recommends sun protection whenever UV levels are three or higher. Average UV levels in Victoria are three or higher from mid-August until the end of April.

**Please ensure that a hat is packed in your child's school bag in Term 1.**

**We also suggest that you apply sunscreen on your child at home before the kindergarten session on high UV level days.**

UV levels can be checked on the Highmount Preschool website:

[www.highmountpreschool.org.au](http://www.highmountpreschool.org.au)

**Highmount Preschool is committed to:**

- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to the sun's UV radiation
- ensuring that curriculum planning will minimise over exposure to the sun's UV radiation and promote an awareness of sun protection and sun safe strategies
- providing information to children, staff, volunteers, parents/guardians and others at the service about the harmful effects of exposure to the sun's UV radiation.



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## HIGHMOUNT COMMUNICATION

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Please “Like” our page and follow us on [Facebook](#) and [Instagram](#) to keep up to date with news and events happening at the kinder! We would love as many parents as possible to leave a review on [Google Review](#) too!



Like us on  
**Facebook**



Follow us on  
*Instagram*

**Google**

[Story Park](#) is a free App available for Apple and Android phones and tablets. The App is designed to keep parents up to date with newsletters, notices, news, and events.

Please download the App, register/Log in and find Highmount Preschool to receive updates and reminders on your chosen device.



## 3 YEAR OLD REPORT

Dear parents and families,

I can't believe we are coming to the end of such an extraordinary year!

We have enjoyed a happy and productive year with our three-year-old group. Our play-based learning program and the early years learning framework has promoted and developed the children in the following areas: emotional and social development, language and music skills, fine and gross motor skills and cognitive and problem-solving skills.

We have enjoyed celebrating special days such as Chinese New Year, Easter, Diwali, Multicultural day, Crazy Hair Day, Book Week, Footy day, and Pyjama day. Other activities during Term 4 have included:

- **Art and Craft experiences** – Drawing, painting, collage using loose parts, cutting, and pasting. The children have drawn or painted what's important to them such as families, pets, favourite animals and rainbows. These experiences have given the children an opportunity to express their feelings through art and experiment using different mediums.
- **Imaginative play** – The children have enjoyed engaging in imaginative play such as home, shops, office and restaurants. These experiences have fostered the children's imagination and creativity by creating stories. The play promotes social skills, where the children act out scenarios, solve problems and take turns. It improves language development using different words and phrases to communicate with each other.
- **Music and dance** – The 3YO group have enthusiastically participated in music and movement this year. They have enjoyed the "Freeze" song and confidently and loudly sing our Goodbye song at each session! They consistently ask for music and singing and we incorporate lots of actions and movements, improving their balance and co-ordination.

The 3YO group have really grown in their independence and confidence and have developed a sense of belonging to their kinder group. They have developed friendships with their peers and have learnt to cooperate and work collaboratively with each other. The children have been open to new challenges and discoveries and explored and engaged with the social and physical environments through relationships and play. The children are wonderfully creative and enthusiastic participants in their learning.

I would like to thank all the parents for enthusiastically participating in the 3YO program and contributing and communicating with us through Storypark. I have loved learning about the children's cultures and celebrations and sharing this with the entire group. Thank you also for all your patience and support during this year with home learning.

I would like to thank Bec and Jenny for their help, creative ideas, support, and dedication over the past year. They are amazing! Thanks also to our wonderful President Lou and all the committee for their continued support and encouragement. It is very much appreciated.

Thanks goes to our 3YO rep Tess Jonker for enthusiastically being involved in our program and getting to know our 3YO parents and families and making them feel welcome in our Highmount community.

I am so incredibly proud of my 3YO group! They are an amazing group of kind, talented, creative, and enthusiastic children. They also have a wonderful sense of humour and Jenny and I have had so much fun with them!

It has been so wonderful to be a part of their progress and I can't wait to see all their achievements and learning and development in the 4YO group next year! Wishing you all the very best for Christmas and for a wonderful year ahead. Looking forward to seeing you all next year!

Regards,

*Hilda Cousins – 3-year-old Activity Leader*

## 4 YEAR OLD REPORT

Dear Parents,

Term Four at Kindergarten has been lots of fun!

We have connected with the natural world through the children's strong interest in gardening and mini beasts. We have effectively used this interest as an engaging context to develop key dispositions and skills for learning. The children have planted and cared our thriving dwarf bean crop, sunflowers, white alyssum, strawberries, and aster pompoms. We have just planted some watermelon seeds and are looking forward to seeing some shoots appear next week. The children will also have the opportunity to plant and raise their own daisies, which they will hopefully take home if their seeds successfully germinate.

The children have thoroughly enjoyed enhancing their understanding of the world we live in by learning about and celebrating NAIDOC Week, Diwali, and the International Day of Tolerance. The children have explored the diversity of culture, heritage, and tradition and are developing an awareness that diversity presents opportunities for choices and new understandings. We are looking forward to learning about Channukah and Christmas in the coming weeks.

We have continued to deepen our knowledge and skill as literacy users with our 'letter of the week' learning focus. The children now help me to write our word lists and they are increasingly confident in apply their letter-sound relationship knowledge when engaging with texts, environmental print, and when creating their own texts.

Supporting the children to make a positive transition to school has been an important focus this year. We have finally been able to have Prep teachers visit our service, which has been both exciting and an incredibly special experience for the children. We have also been supporting the children to engage in developing practical self-help skills as well as supporting their emotional and social learning. This has involved developing useful skills that can be used at school such as making lunches, adjusting to different routines around snack/lunch time, packing their own bags, working on each child's wellbeing to help them cope with worry and the unknown, building resilience, developing social skills, and supporting the children to further develop their ability to regulate their behaviour.

To celebrate the children's year at Kindergarten and all the progress and achievements they have made, as well as the connections and relationships they have forged as a learning community, we will be hosting a movie premier. The 'short film' is a compilation of images and videos that I have put together to tell the story of our year together at Kindergarten. We will be making our own popcorn and fruit kebabs that we will enjoy as we watch the movie together. The children from Blue group and Purple group will enjoy this experience on Tuesday 15<sup>th</sup> December. The children from Red group and Green group will have their movie afternoon on Thursday 17<sup>th</sup> December. As we are unable to have our families attend the service for community events this will be an experience that is for the children only. We cannot believe that the year is nearly over. How time flies when you are having fun!

I would like to take this opportunity to sincerely thank the families who make up our amazing community at Highmount Preschool. Your encouragement, kindness, support, and contributions to our program is greatly appreciated. Jenny, Hilda and I have enjoyed working with you to support each child to thrive and flourish.

With gratitude,

*Rebecca Tyson – 4-year-old Early Childhood Teacher*



## KEY DATES FOR 2021

### Term Dates - 2021

| Period   | Start  | Finish                                  | Length          |
|--|--|---|-----------------|
| <b>Term 1</b>  | <b>Wednesday 27<sup>th</sup> January</b><br><i>(school teachers start)</i><br><b>Thursday 28<sup>th</sup> January</b><br><i>(students start)</i> | <b>Thursday 1<sup>st</sup> April</b>    | <b>10 weeks</b> |
| <i>School Holidays – Friday 2<sup>nd</sup> April 2021 – Sunday 18<sup>th</sup> April 2021</i>  |  |   |                 |
| <b>Term 2</b>  | <b>Monday 19<sup>th</sup> April</b>  | <b>Friday 25<sup>th</sup> June</b>      | <b>10 weeks</b> |
| <i>School Holidays – Saturday 26<sup>th</sup> June 2021 - Sunday 11<sup>th</sup> July 2021</i>   |  |   |                 |
| <b>Term 3</b>  | <b>Monday 12<sup>th</sup> July</b>   | <b>Friday 17<sup>th</sup> September</b> | <b>10 weeks</b> |
| <i>School Holidays – Saturday 18<sup>th</sup> September 2021 – Sunday 3<sup>rd</sup> October 2021</i>  |  |   |                 |
| <b>Term 4</b>  | <b>Monday 4<sup>th</sup> October</b>   | <b>Friday 17<sup>th</sup> December</b>  | <b>11 weeks</b> |
| <i>2021 / 2022 Summer School Holidays</i><br><i>Saturday 18<sup>th</sup> December 2021 – Friday 28<sup>th</sup> January 2022 (school teachers start)</i><br><i>(Monday 31<sup>st</sup> January 2022 – Students commence)</i> |  |   |                 |

### Public Holidays– Victoria 2021

| Day      | Date                       | Holiday  |
|----------|----------------------------|--|
| Friday   | 1 <sup>st</sup> January    | New Year's Day   |
| Tuesday  | 26 <sup>th</sup> January   | Australia Day  |
| Monday   | 8 <sup>th</sup> March      | Labour Day   |
| Friday   | 2 <sup>nd</sup> April      | Good Friday  |
| Saturday | 3 <sup>rd</sup> April      | Easter Saturday  |
| Sunday   | 4 <sup>th</sup> April      | Easter Sunday  |
| Monday   | 5 <sup>th</sup> April      | Easter Monday  |
| Monday   | 26 <sup>th</sup> April     | Anzac Day  |
| Monday   | 14 <sup>th</sup> June      | Queen's Birthday   |
| Friday   | 24 <sup>th</sup> September | Friday before the AFL Grand Final – <i>To Be Confirmed</i> |
| Tuesday  | 2 <sup>nd</sup> November   | Melbourne Cup  |
| Monday   | 27 <sup>th</sup> December  | Christmas Day  |
| Tuesday  | 28 <sup>th</sup> December  | Boxing Day   |

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## HALLOWEEN BAKE OFF

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# OUR HALLOWEEN BAKE OFF!

At the start of Term 4 our Highmount community took the most creative of challenges by participating in our Halloween bake off competition. The prizes were spooky Halloween buckets.

Highmount Preschool had a special mention on our local MP Matt Fregon's social media, sharing our delicious creations. How exciting!!

All entries were amazing and our educators took on the difficult task of deciding the winners.

1st Place - Chandiramani Family

2nd Place - Jonker Family

3rd Place - Betham Family

A massive thank you to  
our Marketing Officer  
Anne Clark and  
Vice President  
Prue Thomaidis for  
organising this event.



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## STAY AND PLAY ROSTER

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Volunteering your time at the kinder can be a juggle. We know how hard it can be to fit into your busy schedules, particularly if you have work commitments or younger children. For your child, it is a special opportunity to share their experiences at kinder with you, and for you to watch your child interact with their peers.

*“Parents and families play an important role in supporting their child's education. Research has shown that when schools and families work together, children do better, stay in school longer, are more engaged with their school work, go to school more regularly, behave better, and have better social skills. Parent engagement also results in longer term economic, social and emotional benefits.” – [www.education.gov.au](http://www.education.gov.au)*

The educators appreciate any time you can spare. Even an hour or two to read stories, play games and interact with the children is a great help to the teaching staff.

**The children always take great pride in having a family member there!**

***Please sign up on the roster which is located on the window above the sign in book.***

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## SICK CHILDREN

Children should only come to kinder if they are well enough to participate in activities. Please keep your child at home if he/she is not well, even if he/she wants to come to preschool, to avoid spreading illness.

**If your child requires paracetamol or ibuprofen, they should not be attending the kinder.**

If your child is going to be absent from kindergarten due to illness or has an infectious disease, please notify the educators.

If your child has gastro they need to be symptom free for at least 24 hours.

Please encourage frequent handwashing and cough/sneezing etiquette to avoid spreading infection.

## FOOD ALLERGIES

We aim to be a nut free kinder.

Please do not send foods that contain nuts (including Nutella), to minimize the risk to children who suffer anaphylaxis and allergies.

The kindergarten also encourages the use of reusable containers to minimise rubbish.

Snack suggestions:

- Fruit or vegetables -prepared the way your child prefers, e.g. apples carrots, celery sticks, etc.
- Biscuits and cheese.
- Sandwiches, wraps, rice or noodles
- Water or milk to drink (no sugary drinks such as juice or cordial)



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## FUN CHRISTMAS ACTIVITIES!

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### EGG CARTON REINDEER CRAFT FOR CHRISTMAS

#### Materials Needed:

- Egg carton
- Red pom pom
- Googly eyes
- Brown card stock paper
- Glue/ Hot glue gun
- Brown paint



Start by cutting individual cups from an egg carton (the corner ones work best because they are bigger). Have the kids paint them with brown and let them dry. Glue on some googly eyes and a red pom pom for the nose. I tried using elmer's glue but the pom pom kept falling off so I grabbed the glue gun!

Cut out some reindeer ears/antlers with card stock paper and glue them onto Rudolph (the glue gun worked magic here!)

## PAPER CUP ANGEL LUMINARIES

Kids can assemble, decorate and light these adorable little lanterns themselves — their glow comes from electric tea lights.

Here's what you'll need to make these glowing angels:

- Clear Plastic Cups
- Printer paper
- Pen
- Crayons
- Sharpie Markers
- Scissors
- Clear Tape
- LED Tea Lights (1-2 per angel) Let's make some paper cup angels!

### Step 1:

Roll your plastic cup over a sheet of paper and trace along its edges as it rolls. Now you'll have a curved shape which will fit nicely over your cup. Cut the shape out, and trim off about 1" to 1 ½" off the top (shown by the curved line) so that you'll have space for the angel's face.

### Step 2:

Colour in your curved shape.

### Step 3:

Accordion fold your shape.

### Step 4:

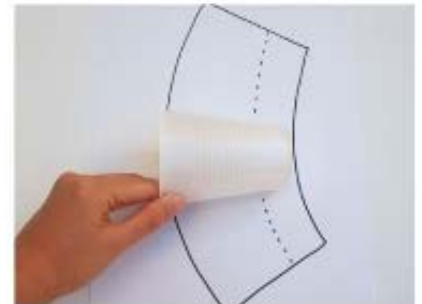
Cut out different shaped holes (it's like you're cutting out a snowflake!)

### Step 5:

Open up your folded piece of paper. Use Sharpie markers to add more decorations to your design. Yay! Now your angel has a lovely lacy dress to wear. Cut out and colour a face and pair of wings.

### Step 6:

Tape your dress, face, and wings onto your plastic cup.





SANTA  
STOP  
HERE





## CHRISTMAS SHOPPING!

# stuckonyou®

[HTTP://BIT.LY/STUCKONYOUHIGHMOUNT](http://bit.ly/stuckonyouhighmount)

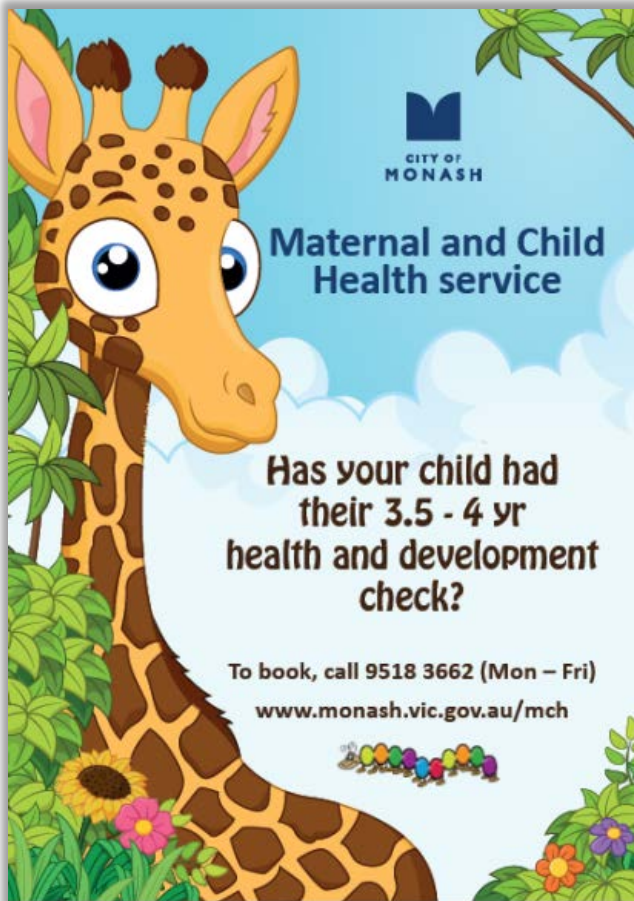
Highmount Preschool have partnered with Stuck On You.

They have an amazing range of beautiful personalised Christmas gifts such as Santa Sacks and Stockings for all of those presents.

Plus, you can decorate your Christmas tree with all manner of festive personalised decorations including glitter, wooden and acrylic varieties. Stuck On You also make personalised gift labels, mugs, ham bags, letters from Santa, countdown calendars, Santa treat boards and much more!







## Do we have the latest information about your child's immunisation?

**If your child has recently received a vaccination, then our records may be out of date.**

It is important for our service to know enrolled children's immunisation status.

In the event of a disease outbreak, this allows us to quickly identify children who may be at risk of infection and take any protective action required.

## Do we have an Immunisation History Statement showing your child's most recent vaccinations?

If not, please provide us with an up to date statement from the Australian Immunisation Register:

- use your Medicare online account through myGov or the Express Plus Medicare mobile app to access your child's statement
- visit a Medicare service centre or call 1800 653 809 to request a statement be posted to you.

**Receive reminders when vaccinations are due** using your mobile device. Download the VaxOnTime Victoria app available for iOS and Android devices.

**To view the immunisation schedule or to find out more about immunisation** search your topic of interest on [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)

# IMPORTANT COMMUNITY CONTACTS



## Help is Available

There are a variety of services available in our community to help you and your family manage this challenging time.  
[www.monash.vic.gov.au/community-information](http://www.monash.vic.gov.au/community-information)

### COUNCIL SERVICES

#### Monash Customer Service

☎ 9518 3555

✉ [mail@monash.vic.gov.au](mailto:mail@monash.vic.gov.au)

💻 [www.monash.vic.gov.au](http://www.monash.vic.gov.au) (webchat)

#### Waste Transfer Station

7:30am-3pm (7 days)

#### Monash Youth Services (Remote Access)

☎ 9518 3900

✉ [YRCR@monash.vic.gov.au](mailto:YRCR@monash.vic.gov.au)

#### Monash Community Support

☎ 9518 3555

### GOVERNMENT UPDATES

#### Mobile App



Download the "Coronavirus Australia" government app in the **Apple App Store** or **Google Play**

#### WhatsApp

Join the Federal Government's WhatsApp channel on iOS or Android.

🌐 [www.aus.gov.au/whatsapp](http://www.aus.gov.au/whatsapp) and then follow the instructions.

### FINANCIAL HELP

#### Australian Taxation Office

☎ 13 28 65 🌐 [www.ato.gov.au](http://www.ato.gov.au)

#### Centrelink

🌐 [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)

#### Money Smart ☎ 1300 300 630

🌐 [www.moneysmart.gov.au](http://www.moneysmart.gov.au)

#### Eastern Financial Counselling Service (Anglicare)

☎ 9896 6322 ✉ [efcp@anglicare.org.au](mailto:efcp@anglicare.org.au)

#### National Debt Help Line

🌐 [www.ndh.org.au](http://www.ndh.org.au)

### HEALTH SERVICES

**Emergency Number** ☎ 000 Police, Fire, Ambulance

**Coronavirus Hotline** ☎ 1800 675 398

**Nurse on Call** ☎ 1300 606 024 (24 hours)

### FAMILY WELLBEING SERVICES

#### Maternal and Child Health Advisory Line

☎ 13 22 29 (24 hours)

MCH App free from app stores for child health tips and advice on your phone.

#### 1800RESPECT

☎ 1800 737 732

National sexual assault, domestic family violence counselling service.

#### Kids Helpline

☎ 1800 551 800

(24 hours)

🌐 [www.kidshelpline.com.au](http://www.kidshelpline.com.au)

Free phone & online counselling for kids, teens, young adults, parents and carers.

#### DirectLine

☎ 1800 888 236

(24 Hours)

Alcohol and drug counselling and referral.

#### Lifeline

☎ 13 11 14 (24 hours)

Crisis support and suicide prevention.

#### Elder Abuse Helpline

☎ 1300 368 821

#### Parentline

☎ 13 22 89

(8am-midnight)

Counselling and support for parents and carers every day of the year, including public holidays.

#### Beyond Blue Support Service

☎ 1300 22 4636

Mental health support services.

#### Headspace

☎ 1800 650 890

Youth mental health service for 12-25 year olds.

#### Suicide Support Line

☎ 1300 651 251

#### MensLine Australia

☎ 1300 789 978

Telephone & online counselling service for men.

#### Wavecare Counselling

☎ 9560 6722

Telehealth consultation & counselling available for referred clients.



## EMERGENCY RELIEF AND SUPPORT

### Victorian Government Emergency Relief

☎ 1800 657 398

🌐 [www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19#emergency-relief-packages](http://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19#emergency-relief-packages)

### Monash Oakleigh Community Support and Information Service

25 Downing St, Oakleigh  
(Mon, Wed & Fridays: 10am-1pm)

☎ 9568 4533

✉ [admin@mocsis.org.au](mailto:admin@mocsis.org.au)

🌐 [www.mocsis.org.au](http://www.mocsis.org.au)

### Waverley Community Information and Support Service

☎ 9807 9844 or 9807 5996

✉ [wavcis@bigpond.com](mailto:wavcis@bigpond.com)

🌐 [www.monashwaverleycis.org.au](http://www.monashwaverleycis.org.au)

Leave a phone message and one of the volunteers will call back as soon as possible.

## CRISIS HOUSING

If you need further advice or assistance, contact Bill Kendall at Monash Council on

☎ 0412 787 850 📧 [bill.kendall@monash.vic.gov.au](mailto:bill.kendall@monash.vic.gov.au)

### Crisis After Hours ☎ 1800 825 955

During business hours this number will direct the appropriate housing service (determined by location).

### Uniting Harrison (Suburb: Mulgrave)

321 Ferntree Gully Rd, Mount Waverley

☎ 1300 277 478

### Community Housing Limited (Suburbs: Glen Waverley, Wheelers Hill & Burwood)

19-23 Prospect St, Box Hill ☎ 1300 245 468

### Salvo Care (Remaining Monash Suburbs)

317 High St, Kew ☎ 9853 5680

## AT RISK OF HOMELESSNESS

If you, or someone you know, is at risk of losing their current tenancy, the Private Rental Assistance Program (PRAP) has funding which can support at-risk households to sustain affordable and appropriate housing in the private rental market. PRAP funding can be applied for through Salvo Care or Uniting Harrisons.

**Salvo Care** ☎ 9853 5680 **Uniting Harrisons** ☎ 1300 277 478

## USEFUL CONTACTS

### Health Services

#### Monash Health – COVID-19 Screening Clinic

☎ 1800 675 398

🌐 [monashhealth.org/patients-visitors/coronavirus#screening-clinics](http://monashhealth.org/patients-visitors/coronavirus#screening-clinics)

Check website for further instructions before attending the clinic.

### Refugee Health & Wellbeing Clinic

#### Monash Health - Dandenong

☎ 9792 8100

Health clinic for asylum seeker and refugee patients who require non-urgent medical care.

### Carers Victoria

☎ 1800 514 845 🌐 [www.carersvictoria.org.au](http://www.carersvictoria.org.au)

Provides advice or assistance to carers.

### Disability Information Helpline

☎ 1800 643 787

Mon-Fri: 8am-8pm, Sat-Sun: 9am-7pm,

Not available public holidays.

### Working for Victoria initiative

🌐 [www.vic.gov.au/workingforvictoria](http://www.vic.gov.au/workingforvictoria)

### Links for more information for businesses

#### Australian Government:

🌐 [www.business.vic.gov.au](http://www.business.vic.gov.au)

and search for the information you need.

🌐 [www.aus.gov.au/whatsapp](http://www.aus.gov.au/whatsapp)

and then follow the instructions.

#### Victorian Government:

🌐 [www.business.vic.gov.au](http://www.business.vic.gov.au) and search for the information you need

🌐 [www.dhhs.vic.gov.au/business-sector-coronavirus-disease-covid-19](http://www.dhhs.vic.gov.au/business-sector-coronavirus-disease-covid-19)

### City of Monash

🌐 [www.monash.vic.gov.au/business-resident-support](http://www.monash.vic.gov.au/business-resident-support)

🌐 [www.monash.vic.gov.au/Hardship-Policy](http://www.monash.vic.gov.au/Hardship-Policy)

## POLICIES AND PROCEDURES

There are a total of 38 policies covering all mandatory and best practice areas related to the National Quality Framework for Early Childhood Education and Care (NQF). These policies have been developed based upon information provided by the national peak body Early Learning Association of Australia (ELAA) to meet legislative, regulatory and funding requirements.

Highmount Preschool values and encourages family input into decision making and strives to draw upon this input to continuously improve the quality of the preschool.

We are pleased to invite you to view the preschool's policies at <http://highmountpreschool.org.au/policies/> particularly those that are in draft form and provide any feedback via email [highmount.kin@kindergarten.vic.gov.au](mailto:highmount.kin@kindergarten.vic.gov.au)

Hard copies of the policies can be made available upon request.

Further information on the National Quality Framework for Early Childhood and Care (NQF) is also available on the Australian Children's education and Care Quality Authority (ACECQA) website via [www.acecqa.gov.au](http://www.acecqa.gov.au)

## RESOLVING CONCERNS OR COMPLAINTS

Families are encouraged to direct any feedback, concerns, complaints or grievances to the **Nominated Supervisor**

**Rebecca Tyson** on 9802 2812

Alternatively, you can contact the **Approved Provider**, Highmount Preschool Association Incorporated:

Name: Lou Skepper

Position: President

Email: [highmount.president@gmail.com](mailto:highmount.president@gmail.com)

Mobile: 0403 327 762

**Or Contact:**

**Department of Education and Training (DET)**

**Quality, Assessment & Regulation Division (QARD)**

**Eastern Metropolitan Area**

**North-Eastern Victorian Region**

Level 4, 295 Springvale Road

GLEN WAVERLEY VIC 3150

Ph: 1300 651 940

[emr.qar@edumail.vic.gov.au](mailto:emr.qar@edumail.vic.gov.au)



## **GREAT IDEAS START HERE...**

Highmount Preschool continuously strives to improve our service and program.

We encourage parental involvement and input.

We welcome all comments, suggestions and concerns.

Feedback can be provided anonymously and will be treated with confidentiality and respect.

The Suggestion Box is in our welcome area next to the Attendance Book.



# Prue Thomaidis

## VIRTUAL ASSISTANT

Providing administrative  
support to small businesses

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