
Barrp-iny Wirrindity-anak

Dalki Muwill (Hi All)

Welcome to Barrp-iny Wirrindity-anak (To build children) kindergarten managed and delivered by Goolum Goolum. We are proud to deliver a culturally inspired learning environment for all children within our community.

This family handbook is designed to provide you with all the information you require including a brief description of what we offer at our kindergarten.

Kindergarten days and times

3-Year-Old Kindergarten
Tuesday 9am-4.30pm
Thursdays 9am-4.30pm

4-Year-Old Kindergarten
Monday 9am-2pm
Tuesdays 9am-4.30pm Thursdays 9am-4.30pm
Fridays 9am-2pm

Our philosophy

Barrp-iny Wirrindity-anak acknowledges that parents and caregivers, are their child's first and most influential teacher; shaping early development and learning experiences. Barrp-iny Wirrindity-anak recognises that children and families are valued members of our community and our kindergarten. We involve them when making decisions, especially about matters that directly affect them.

We listen to their views and respect what they have to say. We believe that children are competent capable learners who are vital and active participants in our kindergarten, organisation and the world. When children feel secure and comfortable in their environment and have warm responsive relationships they're more likely to engage, ask questions, and explore the world around them.

Our Educators provide a strong foundation for learning and development through a variety of learning experiences. Educators follow the children's lead and plan experiences based on current interests. A child is more likely to learn when they are interested in the topic. We believe in teaching fundamental skills, whist using various teaching strategies, such as scaffolding, role modelling, and co-construction. This enables children to develop into proficient learners with a strong sense of identity.

Barrp-iny Wirrindity-anak is committed to continuous improvement. Continuous improvement requires a deliberate and sustained effort and a learning culture. It is focused not only on strengthening our Kindergarten delivery but also on individual outcomes for children and families. A culture of continuous improvement ensures our Kindergarten is responsive to change and can continually develop to meet the needs of children families and community.

Barrp-iny Wirrindity-anak believes in the 45 principles of the Convention on the Rights of the Children/ren and the Victorian Child Safe standards, the Marrung Aboriginal Education Plan and the 8 Ways of Learning Aboriginal Pedagogy. As Educators we acknowledge Aboriginal and Torres Strait Islanders as Traditional Owners of the land on which we live and learn and pay respects to all Aboriginal peoples past and present. We acknowledge that sovereignty never ceded.

Strategy and Vision

Strategic direction 2026-2028

- Delivering our new 3-Year-Old Kindergarten and 4-Year-Old Kindergarten from 2027
- Providing a culturally safe and educational kindergarten, with self determination
- Embedding the voice of our families and community within our kindergarten
- Growing the number of kindergarten programs delivered each year
- Building and supporting our Aboriginal Early Years workforce

Our Vision

Our Kindergarten is committed to offering the best possible start to children's education through the delivery of a high-quality program that enables them to become competent, confident and successful learners.

Our Mission

Educators work collaboratively with families and the community to ensure that each child's unique strengths and culture are recognised and celebrated.

Our Values

Culture
Care
Respect
Lead
Child Safe
Education

Registration and enrolment

Registration Process

Kindergarten registrations will be accepted any time after the child's birth.

Kindergarten registration forms are available from the Barrp-iny Wirrindity-anak office or on the Goolum Goolum website together with information about the requirements of the law for enrolment, obtaining acceptable immunisation documentation and a copy of the Enrolment and Orientation Policy.

Barrp-iny Wirrindity-anak will determine the date(s) by which applications must be received for offer of places in funded 3-Year-Old Kinder and 4-Year-Old Kindergarten.
A separate registration form must be completed for each child.

Eligibility Age

Your child will be eligible for kindergarten only if they meet the following age criteria:
To be eligible for Three-Year-Old Kindergarten, your child must turn 3 by April 30 in the year they plan to attend.

To be eligible for Four-Year-Old Kindergarten, your child must turn 4 by April 30 in the year they plan to attend.

Enrolment process

In the August prior to the child's proposed year of attendance families will be contacted to offer places. Once a place has been accepted an enrolment application form must be completed and returned to Barrp-iny Wirrindity-anak.

An enrolment application must be completed for each child and for each proposed year of attendance at the Kindergarten.

To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child. Parents or guardians of children applying for an additional year of funded kindergarten or currently attending a funded three-year-old program must also submit an enrolment application form for the following year.

A copy of the child's birth certificate must be provided to Barrp-iny Wirrindity-anak prior to enrolment. Completed enrolment application forms are to be forwarded to the Barrp-iny Wirrindity-anak Early Years Kindergarten Director at Barrp-iny Wirrindity-anak or Early Years Manager at 36 Hamilton Street Horsham 3400.

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Fees, Absences and Late collection

The Best Start, Best Life reform will help all Victorian children dream even bigger through increased access to quality early childhood education and care.

A critical part of the reform is Free Kinder, which will support access to two years of high-quality kindergarten programs for all Victorian children.

All families with a child enrolled in a funded kindergarten program are eligible for Free Kinder 3-Year-Old Kinder and more hours of 4-Year-Old Kindergarten.

Fees- *Barrp-iny Wirrindity-anak does not charge any fees for kindergarten.*

Absences from Kindergarten

If your child is going to be away from kindergarten please phone Barrp-iny Wirrindity-anak to inform kindergarten Educators.

Late collection

You must notify the Kindergarten if you are delayed as soon as you can.
If Teachers and Educators are unable to contact family or emergency contacts listed on the child's enrolment form within 30 minutes of closing time, the police will be notified as an event of emergency.

What to wear and what to bring

What to bring to kindergarten

Each child must have packed in their bag each day:
- Hat / Beanie
- Jumper / Coat
- Lunch and enough food for the day and drink bottle
- Comforter / security item if necessary
- Spare clothing (several sets depending on age, toilet training, etc)

Appropriate clothing for kindergarten

It is important that your child is dressed in appropriate clothing for play and for the weather. In winter we recommend pants and long sleeve tops, with jumpers / coats, beanies for outdoor play.

During summer, in line with our Sunsmart policy, shoulders are covered with no singlets or strappy dresses. Please remember, your child is with us to play and learn, please do not dress them in their 'best clothing', dress them for comfortable, active and messy play.

What to pack I my child's lunchbox

Aim for:
- A drink bottle of water
- Lunch
- 2 pieces of fruit and 2 snacks

We will always have fruit and sandwich's available in the incase you have forgotten your lunch box. Never hesitate to contact staff if you have difficulty suppling snacks or lunch on any given day. We are happy to support you confidentially with this.

Excursions and incursions

Excursions- the children and educators leaving the service to undertake a planned activity.

Incursions (people/service/program coming into the kindergarten) e.g. Reptile zoo visit, mini goats.

We will provide opportunities through the educational program for children to explore and experience the wider environment and broader community. All excursions, regular outings and service events contribute to children's learning and development.

We will ensure the health, safety and wellbeing of children at all times, including conducting risk assessments and ensuring authorisations are obtained from parents/guardians before excursions and incursions.

Arrival and Departure

Upon arriving at the Kindergarten you must sign your child in using our tablet (iPad) kiosk located in each room.

When picking your child up, you must repeat the same process on the (iPad) kiosk.

If you are unable to pick up your child you must notify the kindergarten.

If the person picking up your child has not been to the Kindergarten before and is not listed on your child's enrolment form as an additional person, you must give verbal permission, and the person must provide photo ID.

Custody

In order to provide the best possible care of all children at the Kindergarten, a copy of all court orders in relation to custody must be provided upon enrolment and when orders are updated or amended. If Barrp-iny Wirrindity-anak does not have a copy of the court order, it will assume that both parents have equal access to the child.

In the event that a parent breaks a custody order and tries to access the child, the parent with custody entitlements will be contacted immediately along with the police.

Mandatory Reporting

We are mandated by law to inform child protection authorities, based on reasonable grounds, if a child in our care is in need of protection from physical, sexual, emotional abuse, or neglect.

Suspected incidents will be treated confidentially and according to the law.
Goolum Goolum and Barrp-iny Wirrindity-anak has a zero-tolerance of abuse of any kind toward any child or persons.

Health and Safety

Incident, Injury, Trauma, Illness

In case of an emergency, staff will contact the parents if deemed necessary. All staff are trained in first aid and will administer if appropriate.

For all incidents, an 'Incident, injury, trauma and illness' record will be completed and provided to the parent to sign, alongside the Educator who witnessed the incident.

Should staff feel the injury require medical attention, parents will be contacted as soon as possible. If a serious injury occurs, an ambulance will be called and families will be notified as soon as possible.

Barrp-iny Wirrindity-anak will notify the regulatory authority within 24 hrs of a serious incident.

Administration of medication

There are guidelines in place to promote best practice and safety for both our staff and children. Please refer to our Kindergarten policy 'Administration of Medication' for a detailed outline. Before medication can be administered:

- A medication form must be completed
- Medicines must be physically handed to a staff member upon arrival, they must not be stored in children's bags
- Medicines must be in original container with pharmacy label attached and include the child name, times to be administered and amounts to be administered
- Medications must be within expiry date
- Educators are able to administer paracetamol based medications to children in the event of pain or a temperature after gaining permission over the phone from the parent. The child then must be picked up as soon as possible by the parent.

Asthma and Anaphylaxis

If your child suffers with Asthma, you must ensure that the Kindergarten has been provided with an annually updated asthma action plan (by your GP), risk minimisation and communication plan updated between Kindergarten and parent.

You must also provide a labelled spacer, mask and puffer that remains at the Kindergarten. Educators are also trained in Asthma Management Training.

If you child has anaphylaxis, you must supply the medical action plan endorsed by a doctor i.e. Anaphylaxis Action Plan, along with the medication listed on the plan; an epi-pen or antihistamine. Parents and Educators will work together in completing a risk minimisation plan and an ongoing communication plan to manage the medical requirements.

Food Allergies

Families are urged to discuss any dietary requirements with their child's Teacher and Educators and keep the Kindergarten informed of any changes in dietary requirements. It is important that all allergies are recorded and updated regularly.

Medical conditions

If your child has a medical condition they may need to have a medical action plan and our Teachers and Educators may need additional training to support your child. Please discuss this with the Teacher and Educators.

Health and safety continued

Unwell children

If your child becomes unwell throughout the day while at the Kindergarten, Teachers and Educators will notify parents as soon as possible and complete an illness record to be signed upon pick up.

If the event that parents are unable to be contacted, the nominated supervisor will contact your emergency contacts listed on the child's enrolment form.

In the case of an infectious disease (chicken pox, etc), you must provide a written clearance from your GP stating that your child is able to return to care and are no longer contagious.

Infectious diseases

In the case of any illness that is infectious, the exclusion period as set by the National Health and Medical Research Council, as published and endorsed in 'Staying Healthy in Childcare' must be adhered to. A doctor's certificate clearing the child to return must be provided before recommencing Kindergarten. A notice to all families that attend the Kindergarten will be posted to advise them that a case of infectious disease has occurred. Please see our Infectious Diseases policy for further information.

List of infectious diseases

- Chicken Pox
- Gastro
- School Sores
- Croup
- Rubella
- Influenza
- Mumps
- Worms
- Conjunctivitis
- Hand, Foot & Mouth
- Slap Cheek
- Head Lice
- Measles
- Whooping Cough
- Hepatitis A, B & C
- Diarrhoea

Immunisation

As a part of your enrolment process you will be required to provide immunisation documentation and status of your child, this is your child's 'Immunisation History Statement' that can be accessed via your online MyGov account through linked Medicare Kindergartens.

In the event of an outbreak of an infectious disease, it may be necessary to exclude a child depending on their medical status.

- Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.

- Conscientious objection and vaccination objection on non-medical grounds is not a valid exemption from immunisation requirements.

Health and safety continued

Immunisation Support Period

Some families may have difficulties getting their child vaccinated or getting the documents needed to prove their child's immunisation status. The 16-week support period gives these families time to access early childhood education and care services while receiving information and assistance to obtain the required immunisation history statement from the Australian Immunisation Register (AIR), and/or get their child/children's immunisations up to date.

During this 16-week period:

The child can attend the service

The family can get help to:

- access vaccination, and/or
- obtain an Immunisation history statement from the AIR.

Priority of access

Priority of Access (PoA) helps service providers determine which children are offered a funded kindergarten place first when there are more applications than places.

The Priority of Access criteria have been updated for 2027. The revised approach introduces 2 tiers:

Tier 1: children who will benefit the most from improved access and participation in a kindergarten program.

Tier 2: for children currently attending the service, applied after all Tier 1 children are placed.

Services must use the PoA criteria when there are more eligible children than available kindergarten places.

This means services must:

- offer places based on the PoA criteria
- work with other local kindergarten services and the local ECIB to help all eligible children access a kindergarten place.

Tier 1

- Children at risk of abuse or neglect, including children in out-of-home care
- Aboriginal and Torres Strait Islander children
- Asylum seeker and refugee children
- Children and/or families holding concession cards
- Children from families with multiple births

Tier 1 continued

- Children and/or families with additional needs who require additional assistance to fully participate in the kindergarten program
- Children accessing an additional year of 3- and 4-Year-Old Kinder

Tier 2

Children currently attending the service.

Please refer to Barrp-iny Wirrindity-anak Kindergarten Priority of Access policy.

For further information regarding Priority Of Access please visit- www.vic.gov.au/priority-access-2027

Sun safety and Celebrations

Sunscreen and hats

Barrp-iny Wirrindity-anak will supply sunscreen and spare hats (laundered between each use).

If you would prefer a certain brand or type of sunscreen, parents are encouraged to provide this to the Kindergarten. We ask that all families please include a hat in your child's bag.

Hats must be broad brimmed or legionnaire style hats for optimal sun protection in line with our sun protection policy.

Birthdays and celebrations

Birthday cakes will be had at the start of every month to celebrate the children born in that month.

Cakes will be made by our qualified kitchen staff. Ingredients lists and a permission form will be provided to parents at the start of the year and families can opt out of this if requested.

Celebrations

At Barrp-iny Wirrindity-anak we embrace families from all backgrounds and cultures. All families attending Barrp-iny Wirrindity-anak are encouraged to share their culture, traditions and celebrations with our Barrp-iny Wirrindity-anak community.

Fees, Absences and Late collection

Parent participation

We pride ourselves at Barrp-iny Wirrindity-anak as being co-contributors with families in their children's learning journey. It is with this that we strongly encourage our parents and families to participate in our learning programs within the Kindergarten.

If you have skill, story, culture or time, we greatly appreciate the input parents and families can have within our Kindergarten. This could be as simple as reading a story, doing some gardening with the children or sharing culture through discussion, music, dance or art.

Parents and families are welcome to contribute and be involved in all aspects of the Kindergarten and encouraged to attend events throughout the year. Parents may wish to become involved through;

- Information Nights
- Excursion Volunteers
- Input with our Quality Improvement Plans & Policy Reviews
- Participating in the Curriculum

Our educational program

Barrp-iny Wirrindity-anak uses the Marrung Aboriginal Education Plan and Victorian Early Years Learning & Development Framework (VEYLDF) to guide and support delivering high quality and culturally safe educational programs for every age group within our Kindergarten.

In 2027 we plan to investigate further learning models. This may include the 8 Aboriginal Ways of Learning.

VEYLDF

The aim of the VEYLDF is to guide children's learning from birth through transition into to the first few years of formal schooling. It sets out learning outcomes for children to reach and practices to guide the Early Childhood professionals in their work.

Supporting children to progress toward these outcomes, in conjunction with their families, is the core of the VEYLDF.

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Routines and Visitors

Sleep/Rest

Children are supported with their routines by being provided with the space and equipment to sleep and rest dependent upon their individual requirements. Parents are encouraged to discuss their child's individual requirements for sleep and rest times with Teachers and Educators. Barrp-iny Wirrindity-anak supplies all bedding which is laundered between uses.

Toilet training

Barrp-iny Wirrindity-anak Teachers and Educators will work closely with each child and their family throughout the toilet training process. Each child's toilet training journey is individual and thus will be treated exactly that. Teachers and Educators are here to support your needs and to offer advice and support. We ask that families please provide ample changes of clothing when children are going through toilet training.

Families and students

Barrp-iny Wirrindity-anak welcomes students into its learning environments to support their ongoing learning in early childhood education in partnership with local learning institutions and universities.
We have an open-door policy at Barrp-iny Wirrindity-anak where family are welcome to visit and participate in the curriculum. We encourage parents and caregivers to visit their child throughout the day if this causes no distress to the child.

When visitors and students are visiting Barrp-iny Wirrindity-anak ,we expect at all times that they adhere to Barrp-iny Wirrindity-anak policies and procedures and are never left alone with children as they are not counted in the staff / child ratio. Students are required to provide a copy of their Working With Children Check and Police check before commencing a placement and have undertaken child safety and child protection training.

Behaviour Support and Concerns and complaints

Behaviour Support

Educators play a vital role in supporting children to regulate their own behaviour. At Barrp-iny Wirrindity-anak our Teachers and Educators are positive and respectful in daily interactions with all children, supporting them to learn, be independent and to become considerate citizens.

Teachers and Educators will implement behaviour support strategies to assist children with working through their emotions by;

- Positive role modelling
- Use of appropriate language
- Positive reinforcement / support
- Consistency when setting limits and expectations
- Redirection
- Partnerships and open communication with families

Creating a caring and respectful environment assists with everyone to feel part of the group and to take responsibility for the wellbeing of others.

Concerns and complaints

If a parent or family member has any concerns, or wishes to make a complaint, we encourage direct conversation with the person/s involved. If this is difficult, the person is uncomfortable in doing so or have experienced an unacceptable outcome, we then encourage direct conversation with our Kindergarten Director or Early Years Manager.

Every attempt will be made to ensure all parties concerns are resolved. If a parent feels as though their concern has not been adequately resolved, they are able to contact the local Department of Education. For contact details see page 18 of this handbook.

Support programs

Early Start Kindergarten

All children are eligible for Free Kinder funding however, we also enrol eligible children in Early Start Kindergarten (ESK).
ESK provides up to 15 funded hours of free or low-cost kindergarten each week led by an Early Childhood Teacher within a kindergarten
program.

To be eligible for ESK, children must be three years old by 30 April in the year they are
attending the kindergarten program and:
- are from a refugee or asylum seeker background or,
- are of Aboriginal or Torres Strait Islander descent, or,
- have had contact with Child Protection.

bupup balak wayipungang

The bupup balak wayipungang program has 4 keys areas of focus.
These are participation, practice, family and community. wayipungitj staff (helpers/supporters of young children) provide to support educators and teachers across the 4 key areas listed above.

Participation- Supporting access for Koorie Children and their families in funded kindergarten programs, by working with the kindergarten teachers and Educators.

Practice- Working with Kindergarten services and Educators, to assist in creating culturally safe and inclusive practices within their programs.

Family- Creating connections with families, through yarning sessions and social engagement.

Community- Advocate and engage with Koorie families to help create connections with their local kindergarten.

Delkaia Aboriginal Best Start

Best Start is a prevention and early intervention program that aims to improve the health, development, learning and wellbeing of all Victorian children from conception through to transition to school. The Delkaia Aboriginal Best Start site has a particular focus on all Aboriginal children, as well as children experiencing vulnerability.

Your Delkaia Aboriginal Best Start Facilitator brings professionals together to create and measure positive, sustainable changes for Aboriginal and Torres Strait Islander children and their families in the preschool years.

Best Start Outcomes

Children engage and participate in early childhood education (kindergarten and supported playgroups) and
enter school as confident and involved learners.

Children and families actively engage with MCH services, attending key ages and stages visits to optimise
health, wellbeing, safety, learning and development.

Toy Library

Goolum Goolum has a toy library available for families to borrow toys and resources for children. There is no cost to families to access toy library. Please ask the Kindergarten Director for more information.

IPAS funding

The primary objective of this program is to allocate funds to your child's kindergarten, assisting in the support of both you and your child while striving to achieve specific outcomes outlined by the government. Below, you'll find these outcomes, along with some suggestions on how your service and you, as a parent, can consider utilising the funding for the benefit of your child's educational journey.
It is crucial to me that you are well-informed about this funding and have an open discussion with your child's kindergarten teacher regarding its best use.
This program is delivered by Eureka Community Kindergarten Association [ECKA] located in Ballarat.

Use of mobile phones and information communication technologies

At Barrp-iny Wirrindity-anak all Teachers and Educators employed at our Kindergarten whilst in direct supervision of children, are prohibited the use of any personal technologies (including mobile phones). Organisation issued devices (such as ipads and laptops) are the only technology to be used. Parents are also expected not to use their mobile phones during delivery or collection of their child. For further information regarding this, please see our Safe use of digital technologies policy in our foyer.

Emergency Evacuation and lockdowns

Emergency evacuation drills, as well as lockdown procedures, are regularly practiced and the Kindergarten has individual plans if in danger of local emergencies, including flood and bushfire etc. Fire extinguishers are located strategically across the Kindergarten and all staff are trained in the use of equipment and evacuation procedures. Fire equipment is tested annually by fire accredited services. Parents will be notified when they child has participated in an emergency evacuation or lockdown drill.

Emergency Management and closure days

Our kindergartens implement an SMS emergency text system to notify parents and Educators of emergencies including total fire ban days, emergency incidents and relocation destinations. Please be aware, Emergency SMS will be sent to Parents 1 and 2 on your child's enrolment. Other forms of communication such as social media and email made be used in times of need.

Important contacts

Victorian Early Childhood Regulatory Authority (VECRA)
1300 307 415, Monday to Friday between 9 am and 5 pm.

Or:

Horsham Office (Sub-regional office)
26 Darlot Street, Horsham 3400
Area: Wimmera South West Area
Region: South Western
Email: enquiries@education.vic.gov.au (enquiries@education.vic.gov.au)
Phone: 1800 338 663

Contact us at
Barrp-iny Wirrindity-anak
Address-50 Stawell Road, Horsham, VIC 3400.

Phone- 0460431066
Email- barrp-iny.wirrindity-anak@goolumgoolum.org.au

Website Goolum-
www.goolumgoolum.org.au

Early Years Manager- Michelle Cameron
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