



Sherbourne
Preschool



Family handbook 2026





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Welcome

Welcome to Sherbourne Preschool. We look forward to getting to know you and your family and sharing an exciting and fulfilling year together!

This handbook is a general overview of our kindergarten. If you have questions or would like to discuss anything further please speak with your child's teacher or to our administration officer. We acknowledge the Wurundjeri people, the Traditional Owners of the land on which we play, learn and grow.

Statement of Commitment to Child Safety

Sherbourne Preschool is committed to providing a child safe environment. We have zero tolerance to any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives. We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

Sherbourne Preschool is committed to being a child safe and child friendly organisation that recognises, respects and promotes children's rights.

Philosophy

We aim to provide a warm, safe, caring and welcoming environment for each child and their family, in accordance with the guidelines of the Victorian Early Years Learning and Development Framework – Belonging, Being and Becoming.

At Sherbourne preschool we celebrate diversity and embrace each child's individuality within an environment of respect and trust. We promote cultural awareness and value the unique qualities that our families bring to our kinder. Strong partnerships with families are integral to support a child's learning and wellbeing. Families are encouraged to contribute to and participate in the program, sharing their beliefs, traditions, knowledge and skills.





Management

Sherbourne Preschool is a community managed service. Banyule Council owns the building and management rests with a volunteer Committee of Management (CoM). The Committee is comprised of parents, guardians and associated members elected at the Annual General Meeting each year. The CoM make major management decisions about finances, service delivery and policies. They meet monthly and meetings are open to all Sherbourne families to attend.

The Preschool is an Incorporated Association, with the Committee obliged to follow a set of rules (commonly referred to as the Constitution) and to provide a service that meets the needs of the community, manage the preschool and employ the staff within the funding guidelines and the Education and Care Services National Regulations.

Policies

Sherbourne Preschool's policies are reviewed regularly and are available to families at all times. Policies can be accessed electronically via our website or by looking at our hard copy policy folder, which is on display in the preschool.

Families are required to adhere to Sherbourne Preschool's policies as a condition of enrolment. We encourage families to contribute to policy reviews and provide feedback on our policies.





Sherbourne Preschool staff

4YO teaching team

Early Childhood Teachers:

- Katrina Failla (Preschool Director and Educational Leader, Nominated Supervisor)
- Tracy Simpson

Early Childhood Educators:

Amanda Barr and Sabine Morrison-Deege and Narelle Allen

Contact Emails

Katrina@sherbournepreschool.vic.edu.au
Tracy@sherbournepreschool.vic.edu.au

3YO teaching team

Early Childhood Teachers:

- Narelle Allen (Nominated Supervisor)
- Erin Holmes

Early Childhood Educators:

Larysa Sutherland and Anita Moras

Contact Emails

Narelle@sherbournepreschool.vic.edu.au
Erin@sherbournepreschool.vic.edu.au

Administration Officer

Amanda Barr
sherbourne@sherbournepreschool.com
(03) 9439 2992

2026 Preschool session times

Session & Group Times 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3YO GROUP 8.30am – 4.00pm	4YO GROUPS 1 & 2 8:30am – 4:00pm	4YO GROUP GROUPS 2 & 3 8.15am – 12:15 pm	4YO GROUPS 1 & 3 8:30am – 4pm	3YO GROUP 8:15am – 12:15pm
		3YO GROUP 12:45pm – 4:15pm		4YO GROUP GROUPS 2 & 3 12.45pm- 4.15pm





2026 Important Dates

Victorian School Terms

2026	Start Date	Finish Date
Term 1	28 January	02 April
Term 2	20 April	26 June
Term 3	13 July	18 September
Term 4	05 October	18 December

2026 Public holiday closures

2026	Holiday
09 March	Labour Day
03 April	Good Friday
25 April	ANZAC Day
08 June	King's Birthday
03 November	Melbourne Cup Day

2026 Preschool planned closures

2026	Preschool Planned Closure
27 & 28 January	3 Year Old Room set up days
27 & 28 January	4 Year Old Room set up days
19 November	Orientation day for children attending in 2026
19 December	Organisational/staff clean up day





Gradual start 2026

Whether your child is new to Sherbourne Preschool, has been attending childcare elsewhere or is continuing their early education journey with us, they may feel overwhelmed, shy or uncertain at the beginning of the year.

Our orientation session, small group interviews and gradual start program during the first few weeks of term one are all designed to help your child settle in to their new environment.

Small groups and shorter sessions during this period allow your child to get to know their teachers and become familiar with the physical environment and new routines as they build their confidence. You will be provided with a separate timetable with your child's individual starting times for 2025.

Attendance record arrival and departure

Parent/Guardians are required to sign their child in and out of the preschool attendance book each session. When you arrive and depart from preschool your child's teachers will greet and say goodbye to both you and your child.

Arrival: The Parent/Guardian must record the time of arrival, their signature and the name of person of the person who will be collecting your child.

Departure: The Parent/Guardian who collects the child must record the time of departure and their signature.

If your child is collected from the preschool during their session (e.g. to attend an appointment) and is going to return on the same day you are required to sign them out for the period they are away and then back in upon returning to the kindergarten.

Please ensure that our teaching staff are aware that your child has arrived and/or departed.

Late Collection Fees: Please note that the late collection of children may incur a cost to families. The fee starts at \$20 for every 5 minutes late from the conclusion of the session, increasing after 30 minutes. Please read our fees policy for further information.

Saying goodbye

Once your child has settled at an activity, we encourage you to say a quick goodbye to them and leave so that they can settle into their preschool session.



What to bring

First day

Please provide a **roll on sunscreen** (spf 50+) and a **broad brimmed legionnaire or bucket hat** that can remain at the preschool for the year. Please ensure these are clearly labeled.

Preschool bag

Your child will need to bring a large bag to preschool on the days they attend. Please ensure that your child's bag always contains a spare set of clothes, including underwear. They will also need to bring their lunch containers and drink bottle to preschool each day.

We recommend using a large backpack with a side pocket for their drink bottle.

Clothing

At Sherbourne preschool children are encouraged to engage with a variety of activities and to explore their environment. Children should be able to get dirty, climb and move without restriction. Please dress your child in clothes that they can manage themselves (e.g. pants with elastic waistbands and shoes with velcro).

Children should wear safe, comfortable shoes that fit well and allow them to climb, run and play (no crocs or thongs). The kindergarten follows sunsmart recommendations and therefore singlets and clothing without sleeves are not appropriate for outdoor play.

Please make sure all clothing is labelled with your child's name.

Food

Short days: please pack a piece of fruit and an additional snack (e.g. crackers, cheese or yoghurt). Water Bottle

Long days: please send a substantial lunch (e.g. a sandwich/wrap, sushi or pasta salad plus 1-2 pieces of fruit plus a snack like crackers or plain popcorn) . Water Bottle.

We encourage families to pack rubbish-free lunches.

Some children who attend our preschool may have life threatening food allergies. Families will be notified if we have any children with severe allergies at the beginning of the year and you may be asked to refrain from sending particular foods to the preschool

Please label food containers and drink bottles



Communication

We value and encourage open ongoing communication with our families. You will have the opportunity to have brief conversations before and after each session, however if you would like time for a more in depth discussion please contact your teachers them directly via email (see page 3) to arrange a meeting outside of session times.

We use an online platform called Storypark to communicate with families. Teachers use this platform to communicate reflections of what has been happening at preschool and to provide families with individual updates about their children.

Storypark is also used for reminders, general updates, community news and to share resources with families.

Families can contact the preschool for administrative enquiries by emailing sherbourne@sherbournepreschool.com

If you need to contact the kindergarten during your child's session for something important you can call 9439 2992. If the phone goes unanswered please leave a voicemail.

In the case of an emergency parents will be contacted via SMS in line with our Occupational Health and Safety Policy.

Health and safety closures

In line with our Occupational Health and Safety policy, on days that are forecast to reach temperatures of 40 degrees and above (as predicted by the Bureau of Meteorology) preschool sessions will not operate (no children). Families will be notified by 8pm the night before via text message (SMS) to both legal guardians.

On days that are forecast to reach temperatures of 38 degrees and above, families will be encouraged to keep their child at home or arrange for early collection.

Our preschool has been assessed as being at risk of grass fires. The service will close on days that are rated "catastrophic" by the Bureau of Meteorology.





Family partnerships

We welcome and encourage family involvement and there are many ways to get involved at preschool. Helping in the room is a great way to observe your child in their preschool environment and is a lovely opportunity for them to share their preschool experience with family. Family volunteers are welcome to stay for as long or as little as is convenient. If you would like to volunteer during your child's session there will be a Parent Helper roster located with the attendance record where you can nominate when you would like to assist.

If you have a special skill, hobby or cultural celebration you would like to share with the kindergarten please speak to your child's teacher.

Families can also help the preschool by joining the committee, assisting with fundraising and attending events throughout the year.

We strongly encourage all family volunteers to obtain a working with children check. A volunteer check is free and applications can be made online <https://www.vic.gov.au/working-with-children-check>

Family rosters

Working bees We hold a working bee each term. Working bees are an essential part of making our kindergarten yard and building safe for our children. Parent / guardian participation is strongly encouraged. This is a great way to meet other parents while making a contribution to our beautiful outdoor spaces.

Laundry

Each week a family in the four year old program will be asked to take the preschool's laundry (mostly towels and smocks) home to clean over the weekend. A roster will be on display in 2026 at the sign in desk.





Birthdays

We love to celebrate each child's birthday at preschool and we do this as a group with fun rituals. We kindly request that parents do not bring food or gifts to hand out at preschool.

Photography

Photographs and videos are a rich part of the preschool program and are a great way to record memories and share experiences with families.

Staff will only take photographs and videos using equipment that belongs to the preschool and all images will be stored securely at the preschool and/or destroyed when they are no longer needed. Staff will only share images of children digitally (e.g. via Storypark) when written consent has been provided by the child's parents/guardians.

Families should refrain from taking photographs and videos of any child other than their own at preschool.

In the case of special events (birthdays etc) parents must consult their child's teacher before taking any group photos. Families should **never** post a photograph online or share a photograph of someone else's child without consent from both the child and parent/carer.





Preschool preparation checklist

- ☒ Preschool bag (large enough for lunch box, spare clothes and art works)
- ☒ Roll on 50+ sunscreen to be kept at preschool
- ☒ Broad brimmed legionnaire or bucket hat - to be kept at preschool
- ☒ Please Label everything
- ☒ **Visit** the preschool during the holidays. Look through the fence at the yard and have a play on the swings at the park
- ☒ **Practice!** Give your child opportunities to use their lunch containers and pack and unpack their own bag
- ☒ **Talk** to your child about what they're looking forward to at preschool
- ☒ **Stay positive.** Preschool is a wonderful and exciting time in your child's life - we look forward to sharing this journey with you





Helpful Resources

Starting preschool <https://www.vic.gov.au/tips-starting-kindergarten>

<https://www.vic.gov.au/sending-child-kinder>

<https://www.startingblocks.gov.au/other-resources/factsheets/how-can-you-help-your-child-settle-into-an-education-and-care-service>

<https://raisingchildren.net.au/preschoolers/play-learning/preschool/starting-preschool>

Healthy lunches

<https://raisingchildren.net.au/school-age/nutrition-fitness/breakfast-lunches/healthy-lunches>

<https://heas.health.vic.gov.au/resources/food-drink-ideas/healthy-lunchboxes/>

