



Information Handbook 2026



Explore Play Grow

Welcome



We would like to recognise the Boonwurrung and Bunurong people, the traditional owners of the land on which we build our learning community.

Beleura Hill Preschool was established in 1966, nestled in the beachside community of Mornington. The preschool is community based and operated by a Committee of Management; we offer a non-profit service to the local community.

The preschool is committed to excellence in the provision of funded kindergarten programs for both three and four year olds. Families and educators aim to build strong partnerships to effectively manage the preschool and to achieve shared goals for children.

We believe

- For children to develop confidence, resilience and positive self-esteem they need to feel valued, nurtured and safe within the learning community.
- Our educational program caters to all children and their individual learning styles; therefore, we offer play based and open-ended experiences, teacher-initiated activities and group learning experiences. This provides opportunities for self-motivated learning, peer scaffolding and intentional teaching within an engaging, challenging and fun learning environment.
- A sense of belonging is achieved by creating a safe, supportive environment where children are guided by trusted educators who enable children's voices to be heard.
- This environment supports children to develop empathy, understand fairness, cooperate and resolve conflicts respectfully.
- That the educational program offered to the children should be drawn from a variety of methods; including individual and group observations of children's needs and interests, spontaneous happenings, forward planning, reflect the family and educator's goals for children.



Program Goals for all Children

- To identify with their family and community, and to develop a strong sense of self as an individual.
- To contribute to the program, the learning environment and take an active role in the learning community.
- To begin to explore the differences in culture, traditions and diversity within the wider world, and to begin to understand and respect the natural environment.
- To communicate effectively with educators, peers and others using, verbal and non-verbal language, and creative and expressive arts. Therefore, children are immersed in language and literacy in a range of forms and for a range of purposes.
- Children are supported to feel safe to express themselves.
- To develop and progress as a whole in all developmental areas, including social, emotional, cognitive, language and physical development. Therefore, children actively engage in literacy, numeracy, science, technology, sports, creative arts, music and movement experiences.
- To learn and practice positive learning dispositions such as cooperation, persistence, curiosity, confidence, creativity, imagination and commitment; to develop skills such as problem solving, experimentation, trial and error, prediction, reflection and enquiry.

Our Framework

Our curriculum at Beleura Hill Preschool is an emergent and play based approach where children's interests and developmental needs are at the forefront of our learning program. We also believe that children's families and the local community should influence the program. Most importantly we believe that our program should be fun and offer a safe, warm and nurturing environment where families feel supported, and children can thrive.

We work in line with the Victorian Early Years Learning and Development Framework, which identifies five learning outcomes for children. These outcomes have a broad view of the knowledge and skills all children need for them to become confident and happy members of society.



Outcome 1: Children have a strong sense of identity

- Children feel safe, secure and supported
- Children develop their emerging autonomy, inter-dependence, resilience and agency
- Children develop knowledgeable, confident self-identities and a positive sense of self-worth
- Children learn to interact in relation to others with care, empathy and respect



Outcome 2: To be connected with and contribute to their world

- Children develop a sense of connectedness to groups and communities and an understanding of their reciprocal rights and responsibilities as active and informed citizens
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment



Outcome 3: Having a strong sense of wellbeing

- Children become strong in their social, emotional and mental wellbeing
- Children become strong in their physical learning and wellbeing
- Children are aware of and develop strategies to support their own mental and physical health and personal safety



Outcome 4: Children are confident and involved learners

- Children develop a growth mindset and learning dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of learning and thinking skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials



Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use digital technologies and media to access information, investigate ideas and represent their thinking



The Committee of Management

Our preschool trades as an Incorporated Association which means it is a not-for-profit, community managed organisation. The Committee of Management is made up of volunteer parents of the children attending the preschool in the current year. The Committee manage the running of the kindergarten with input from the teaching staff and support from the administration assistant. Currently committee members meet monthly. The workload of the Committee is shared by all members with some given specific tasks or responsibilities as the need arise.

By enrolling your child and paying your enrolment deposit you become a member of Beleura Hill Preschool Inc. Your name, email address and the date you joined the Preschool (enrolment date) will be added to our register and these details are available to all members for the duration of your membership.

Currently the Committee consists of a President, Vice President, Secretary, Treasurer, Fundraising Coordinators, Quality & Policy Officer, Maintenance Officer, Sustainability

Officer, Website & Technology Maintenance Officer, Marketing & Advertising and Parent Liaison & Parent Feedback Coordinator.

Our Annual General Meeting is held in November each year at the preschool at which a new Committee is elected. Following this a handover meeting is arranged between outgoing and incoming committee members to go through each role.

Being a member on the Committee gives a great opportunity to input into the current operation and future planning of the preschool. It also offers the chance to meet other parents and be a leading member of the preschool community.

One of the roles of Committee is to maintain updated policies for use within the centre. These policies are available for all families to look at and give input. The preschools policy manual is displayed in the foyer for parents' information.

Session Times

Our Timetable 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
RED GROUP 8:15 – 3:45	BLUE GROUP 8:15 – 3:45	GREEN GROUP 8:15 – 2:45	RED GROUP 8:15 – 3:45	BLUE GROUP 8:15 – 3:45
4 YEAR OLD PROGRAM	4 YEAR OLD PROGRAM	3 YEAR OLD PROGRAM	4 YEAR OLD PROGRAM	4 YEAR OLD PROGRAM

Teaching Staff 2026



Green Group – 3 year old

Teacher

Miss Nikki

Educators

Ms. Sophy Hayes

Mrs. Naomi Green



Red Group – 4 year old

Teacher

Miss Paige Lewis

Educators

Ms. Sophy Hayes

Mrs. Naomi Green

Mrs. Lyndelle Gray



Blue Group – 4 year old

Teacher

Mrs. Alyce Smith

Educators

Mrs. Sandra Dumsday

Miss Alice Bendeich

Term Dates 2026

Term 1. 28th January – 5th April

Term 2. 20th April – 26th June

Term 3. 13th July – 18th September

Term 4. 5th October – 18th December

Public Holidays 2026

Labour Day – Monday 9th March

Good Friday – Friday 5th April

King's Birthday – Monday 8th June

Melbourne Cup Day – Tuesday 3rd November



Bush Kinder

Our Bush kinder program has been implemented in all of our programs in 2026.

These programs are educational sessions for children that will take place outdoors in nature at the Briars, once a term. Experts in children's learning say outdoor play is important for children's learning and wellbeing. It helps children grow physically and mentally and helps them learn how to handle risks.

The benefits of bush kinder

Spending more time outdoors in bush kinder programs can make a big difference for children. It helps with:

- Wellbeing and physical development, like strength, co-ordination, balance, eyesight and endurance.
- Understanding things like science, technology, engineering, and math (STEM) in a hands-on way.
- Learning to make smart choices and explore new things while staying safe.
- Feeling closer to nature and caring about environmental sustainability as they grow up.

Complaints or Concerns

If you ever have any problems or questions regarding your child, the current program or the preschool we ask that you come and discuss it with your child's teacher in order to resolve the issue. We are always ready to listen and help.

If your concern/complaint is unresolved please contact our Director, Nikki Marshall, at the preschool on (03) 59753300 or greengroup@beleurahillpreschool.com.au. You are also more than welcome to contact the President of the Committee of Management at the preschool or admin@beleurahillpreschool.com.au

Alternatively, the Department of Education can also be contacted on (03) 89042500 or smr.gar@education.vic.gov.au.

Child Free Days

To be advised: Staff are entitled to two child free days for program preparation and clean up and two professional development days per year. This will be communicated with families during the year.

Communication

We value open communication between teachers, educators and families and strive to communicate regularly with you regarding your child's experience here at preschool. We have notice boards for each group located in the foyer with important information regarding the educational program offered. We will email you regularly with reflections on the group's happenings and with important notices.

Our preferred method of communication is face to face with families; but as arrival and departure times can be very busy it's important to make an appointment with your child's teacher if you require more than a minute or two. We conduct all our written communication via email so please ensure you keep your email address up to date and check your mailbox regularly. You can send quick notes to your child's teacher through email but please note that our preschool email account is accessed by all staff and the parents on our Committee of Management, therefore sensitive topics and concerns/complaints should be addressed face to face with your child's teacher, the Educational Leader or President. We also have a Facebook page, so please LIKE US on Facebook to keep up to date with all that's going on.



Kinder Bag

Your child will require a large bag or backpack to keep all their belongings in. Your child will have lots of belongings to bring and take home and it's always easier to put everything in one bag. Please ensure your child's bag and all of their belongings are clearly labelled with their full name.

The bag should include:

- A drink bottle filled with water.
- A full change of clothes, just in case!
- A sunhat or warm hat.
- Always pack a jumper, weather can be unpredictable.
- A warm coat on wet cold days.
- A roll-on sunscreen.
- Your child's meal requirements for the day.

Clothing & Footwear

Your child should be dressed for play and exploration of the indoor and outdoor environments. Clothes which are comfortable, easy to take on and off and easy to launder are best. Always pack a full set of clothes (or more) for your child, on occasion children can have toileting accidents, get wet or muddy playing outside or get dirty painting. Children always feel uncomfortable wearing 'kinder clothes' please remember to pack a change – just in case!

We ask that you always send along a jumper as the weather can be unpredictable. Shoes such as runners, sneakers or boots are best for climbing and running; thongs, open toed sandals and party shoes are not suitable for kinder.

A sun smart sunhat is required in term 1 and 4, and a warm hat in term 2 and 3. Please ensure your child has a warm coat or jacket in term 2 and 3 as we still play outdoors on very cold and rainy days. Please note: The preschool has T-shirts and jumpers as well as sun smart hats for sale, visit our uniform supplier **Beleura Hill Pre-School – EduThreads** or speak to a teacher for assistance.

SunSmart Practices

Our policy states that all children must wear a broad brimmed sunhat during terms 1 and 4. If your child has no sunhat or suitable sunhat they will be required to play indoors or in shaded areas of the yard. Children often feel left out and uncomfortable when everyone has a hat except for them, please ensure it is packed for us to keep at kinder for these terms!

We have sunhats available for purchase through our uniform supplier; Beleura Hill Pre-School – EduThreads.

It is also a requirement that children come to kinder with sunscreen already applied, if you have forgotten there is sunscreen in the foyer for you to apply. All children will be required to reapply after lunch. We ask that all children bring with them a clearly labelled roll-on sunscreen, which they will apply themselves with guidance and assistance from teaching staff.





Meal Times & Drinks

Your child is required to bring in a clearly labelled drink bottle filled with water. Children are encouraged to drink throughout the day and educators will refill the bottles as required. Children are required to bring two meals per session, a Morning Tea and a Lunch meal. It is best to pack two separate 'boxes', one for each meal, clearly labelled with your child's name.

Please take care to pack healthy balanced meals for your child, also please consider packing items that are allergy friendly – **NO NUT PRODUCTS**. Your teacher will notify you via email if there are any other food items that are to be avoided at kinder due to allergies.

Here is a link to a helpful website with ideas on packing a healthy and balanced lunchbox for your child - **Lunch boxes - healthy ideas - Better Health Channel**

Arrival/Drop Off

It is very important that all children are brought into the centre by a parent/guardian over the age of 16 and signed in correctly. The sign in book is a legal document and must be treated as such. If you are unsure about the signing in and out procedure, please ask an educator for assistance.

On departure you must also sign out. If you are sending a friend or relative to pick up your child, please let the teachers know beforehand, make sure you inform your relative/friend that they will be required to bring photo ID. Please be aware that these procedures are in place to keep your child safe.

Late Pickup

Children are required to be picked up promptly at the end of the session. It can be overwhelming and scary to be the only child left at kinder. Please be aware that we have a late pickup policy; parents who are late will be charged the appropriate fee and given written warning by Committee. If you have been caught up in traffic or such, please call the centre to alert teaching staff.

Medications/Special Requirements

If your child has a medical condition, please discuss this with the teaching staff, it is important that all children with medical conditions are supported to have a safe and healthy experience at kinder. If your child has been diagnosed with Asthma, Anaphylaxis or any medical condition you must provide a recent medical plan from your child's doctor; it is also a requirement that all medications for these conditions are kept on the premises at all times.

IMPORTANT: Children will not be able to stay at kinder until an up to date medical plan, medications, medical supplies and risk assessment are completed and available at the preschool.

If your child requires medication while at kinder you must fill in the medication register on arrival and then again on departure, provide the medication to the teacher for safe storage (Never leave medications in children's bags). Please note teaching staff cannot give medications to children unless they are prescribed by the doctor and have the child's full name and dosage on it.

Injury/Illness/Accident

If your child becomes ill, has an accident and receives an injury, however small, teaching staff document this in the incident register and you will be required to read and sign this on collecting your child. At times you may be required to collect your child.

On other occasions your child may require a cold pack or band aid and may be well enough to continue their day. We ask that you maintain your phone contact details throughout the year and be available to take calls while your child is in the care of Beleura Hill Preschool.

It is vital that you are contactable.



Head Injury

If your child has an accident or incident at kinder in which they sustain a knock to the head area it is our policy that if the teacher deems it necessary, that the child must be collected and cared for at home by a parent or guardian for the remainder of the day. Head injuries can be quite dangerous, even if it's only a slight hit or bump. It is important that children who receive a head injury are monitored for a period of time to ensure there is no concussion or damage.

Your Child's Work

Your child's work is a wonderful creation, in which they have often spent much time, effort and pride in creating! It is important that you show interest in the work your child has brought home, and at no stage criticize it or discourage the work, because no matter what you think of it, they will be proud of their effort!

In the preschool years, it is about the process of designing, creating and making... not the end product! Ask your child "Tell me about this?" or "How did you do this?" Praise them on their efforts and display their work in your home. Do not expect a piece of work each day! Children can spend amazing play time at kinder creating a life size pirate ship in the block corner with a group of children or spend time gardening and chatting with teachers and friends... there is learning everywhere at kinder!

Fundraising

As the preschool is a community organisation, we rely on fundraising to be able to purchase extra resources, equipment and finance building and playground modifications. Our fundraising team works very hard to raise this extra money for the preschool. There are many varied activities that are undertaken for fundraising including design a plate, Fundraising BBQ, raffles, family social nights and many more. Please support our fundraising team and their efforts this year. If you would like to assist with fundraising, please contact the Fundraising Coordinator or speak to your child's teacher.

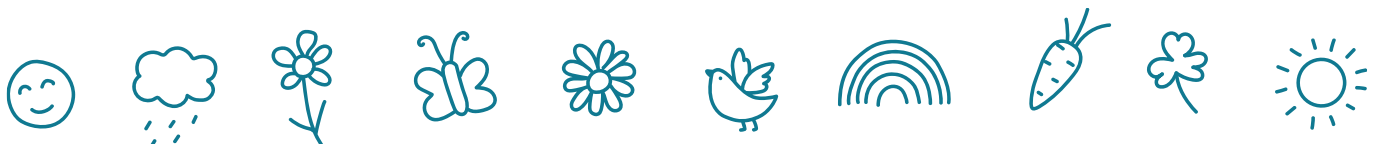
Code of Conduct

As a part of the Beleura Hill Preschool Community we would like to think that everyone will treat each other with care and respect. We have a Code of Conduct policy that covers not just the actions of staff but also the families involved with the preschool.

There is a specific section of the policy that covers expectations of parents, guardians and family members. It is emailed to all families before commencement of the preschool year to be read through and acknowledged via a signed receipt. If you would like to read the complete Code of Conduct policy, please see below or ask your child's teacher for our policy folder.

Parent Library

We have a parent library available to families, with a range of topics to choose from. If you would like to borrow a book, please see your child's teacher.





Classroom Helpers

Parents and family members are encouraged to help in the classroom at kinder. We provide a roster at the beginning of each term for parents and family members to fill in sessions where they are available to help. While being classroom helper you may be asked to help out with a certain activity, do some dishes or wipe tables down and sweep the floor. This time is also a great time to watch your child play and interact with others and the kinder environment. Your child will love having you there to play and help and it provides you with an insight into your child's kinder day! You will be required to sign in and out of our visitors' book. Younger siblings are also invited to duty if you wish.

Donations

We love donations!!!! Please ask teaching staff before donating as we have limited storage available. Things we like to receive are Christmas cards, wool, material scraps, envelopes, buttons, craft materials and boxes and containers for construction. You will also receive a list of 2 to 3 items such as toilet paper, tissues, sponges etc for your family to donate. Each term a different group will be asked to bring the items along. Please look out for the list from your child's teacher.

Children's Birthdays

We celebrate children's birthdays at kinder with our lovely wooden cake, we sing the birthday song and celebrate this wonderful milestone with your child. We prefer NO food or other treats or prizes to be given out, instead they will be the star of the day! If you are giving out birthday invitations, please hand these out directly to parents or to a teacher so they can be handed out discreetly; it can be very disappointing to not receive an invitation. Thank you for your support.

Security System

We have a security system on the front door to keep everyone safe. You will receive this code on Interview Day in January. Please keep this code confidential and do not allow children to input the code. If someone else is collecting your child, please advise them to ring the doorbell. Safety of the children is paramount, and we ask that all families ensure they do not allow other children out of the front door or gate at any time.

Interactions With Children

We strive to have positive interactions with children at all times; our interactions with children policy is designed to ensure respectful relationships and interactions between teachers, educators and children. When dealing with challenging behaviours our teachers and educators believe that a caring and trusting relationship between children, teachers and educators is pivotal, as is a collaborative management strategy developed between all stakeholders.

Our Procedures for dealing with challenging behaviours are as follows:

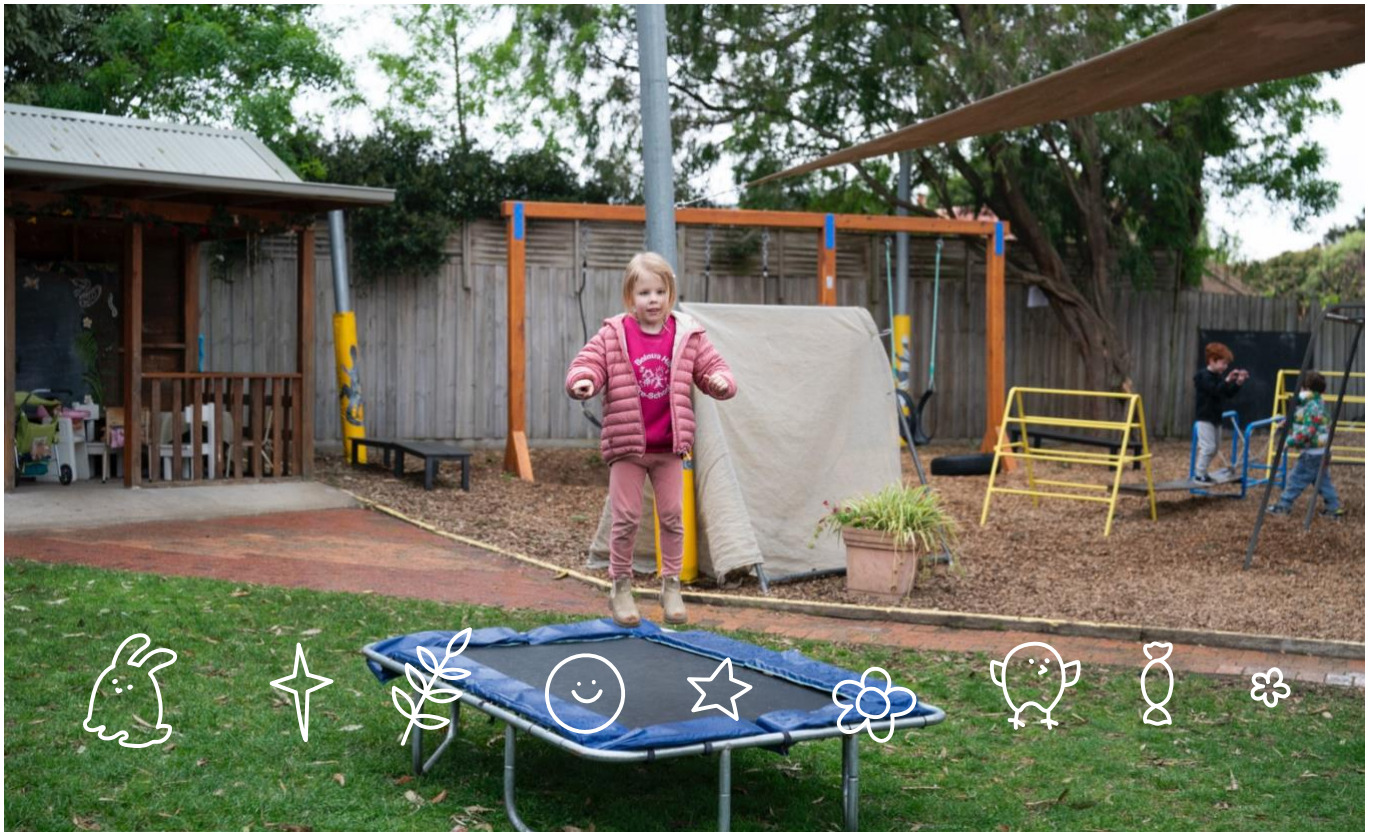
Observe Observe children exhibiting challenging behaviours, including the environment, culture of the service and the interactions of the whole group including the teachers and educators working with the child.

Discuss Meet with the child's family to discuss the challenging behaviours as well as the child's overall development and experience at the centre, including achievements. Discuss family aspirations and preschool goals for the child, also discuss strategies to support this. Review program, environment, routines, interactions and collaboratively design a strategy to support the child that is exhibiting challenging behaviours. Discuss other support which could be offered to the family, including the Preschool Fieldwork Officer.

Consult With permission from family, consult other agencies who are working with the child to discuss management plans.

Develop Develop a behaviour guidance plan, based on consultation with family and other agencies that is: - appropriate to the needs of the child, agreed to by family, clear and easy to follow for all staff working with the child.

Monitor and Review Continually review, reflect and revise the strategies that have been implemented, communicate with families regarding the child's progress.





Fee Structure

In previous years our programs were partially funded by the government and families pay fees to supplement the funds required to pay staff wages, buy resources/supplies, complete maintenance, provide incursions and excursions and many other things required in the day to day running of the preschool.

As we trade as an Incorporated Association, by paying your enrolment deposit, you become an active member of the association. Your name and email address will be added to our register of members for the year and you will have voting rights at any general meeting that is held.

In 2025 Kindergarten programs for four-year-old and eligible three-year-old children in Victorian Government funded services will be free as part of the Best Start, Best Life reform. This investment will save families up to \$2,500 for each child enrolled in a participating funded kindergarten program. The Department of Education and Training also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Beleura Hill Preschool has opted in to the Free Kindergarten initiative for 2026.

Applicable parent fees are outlined below:

- Funded sessional kindergarten for 3-year-old children (up to 7 hours per week) – no parent/guardian fee
- Funded sessional kindergarten for 4-year-old children (15 hours per week) – no parent/guardian fee

Beleura Hill Preschool will reimburse families in full for any kindergarten fee deposit payments that have already been made upon acceptance of enrolment, excluding any voluntary parent donations/payments that you agree to in writing.

While participation in fundraising/donation is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

Expectations for Families

At Beleura Hill Preschool we strive to provide an exceptional preschool program for our attending children. In order to do this, we have formed some simple guidelines that we ask you to adhere to during your time with the Preschool. This will also ensure that our teachers and educators, our programs and our preschool environment is respected and that all children and families have a memorable and pleasant experience at Beleura Hill.

Program Support

- Families will ensure their child arrives on time to begin the program. If you are arriving after the start time of a session, please call to advise the teaching staff.
- Families will support the teachers in ensuring arrival and departure times are calm for all children. If your child requires a separation plan, please see your child's teacher.
- Families will contact the preschool if their child is absent.
- Families will work collaboratively with the teaching staff to ensure their child has a safe and happy experience at preschool.
- Families will ensure they read all emails and notices and take action if required. All notices are sent via email, please keep your email address up to date and check your inbox regularly

Preschool Support

- Families will support fundraising activities throughout the year. As we are a non-profit organisation we rely heavily on support from our community to raise funds for new equipment. Support may involve volunteering for fundraising activities such as the Bunnings BBQ or selling raffle tickets to family and friends.
- Families will donate cleaning, bathroom and kitchen items when prompted.
- Families will participate in 'Classroom Helper Roster' in their child's kinder session throughout the year. If you are unable to attend, please consider asking a grandparent or some other important person in your child's life. Please ensure you allow other parents and family members the opportunity to also participate, you can do this by only attending 1–2 sessions per term.
- Families will participate in the 'Maintenance Program' throughout the year by attending working bees and/or completing tasks from the maintenance book.

Community Support

- Families will be respectful to all children and their families attending the preschool. Each family is unique and deserves respect and kindness.
- Families will have respectful communication with staff.
- Families will abide by our centre policies at all times.





Contact Us



Nikki Marshall

Director & Green Group Teacher

greengroup@beleurahillpreschool.com.au

Alyce Smith

Blue Group Teacher

bluegroup@beleurahill.preschool.com.au

Paige Lewis

Red Group Teacher

redgroup@beleurahillpreschool.com.au

Pauline Allen-Stanley

Administration Assistant (ONLY AVAILABLE TUESDAYS/THURSDAYS)

admin@beleurahillpreschool.com.au

*Please note all of our teachers work part time, please keep this in mind when emailing important questions.

Beleura Hill Preschool Policies

We have a policy manual at the preschool; this outlines important practices and procedures to ensure the preschool committee, staff, children, families and community are safe and supported throughout their time at Beleura Hill. It is important that you have an understanding of some of these important documents. Please read the following important policies, these policies relate directly to the 2025. Permission and Acknowledgment Form you are required to complete and return on interview day early in 2025. If you would like a copy of any attachments from the policies below, or would like to view another policy, please see your child's teacher, or alternatively the Policy Manual is located in the foyer in the 'Parent Information Library'.

Policies attached include

- Delivery and Collection of Children
- Policy Privacy and Confidentiality Policy
- Code of Conduct Policy
- Fee Policy
- Head Injury Policy
- Orientation and Enrolment Policy

(03) 5975 3300

32 Amelia Ave, Mornington VIC 3931