

# Access Key

A customised accessibility guide

## Kirrip Kindergarten



**City of  
Whittlesea**

**135 De Rossi Boulevard  
Wollert VIC 3750**

Updated June 2023 V1.0

# Acknowledgements



## Acknowledgement of Traditional Owners

We recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.

The City of Whittlesea would also like to acknowledge the support and assistance provided by Access Ability Australia in helping to prepare the Kirrip Kindergarten Access Key.

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**Access Key** – A customised accessibility guide that provides accurate and convenient information about accessing venues, events and programs. Access Keys are universally designed and suitable for all people, regardless of ability.

**AFFL** – Above finished floor level.

**HSH** – Hand held shower hose.

**NDIS** – National Disability Insurance Scheme.

**Resilience** – The ability to successfully and positively adapt to difficult or challenging situations.

**Social Interaction** – Consider the perspective of other people and understand their needs.

**TGSI** – Tactile ground surface indicators. A tactile ground surface to assist pedestrians who are visually impaired. Often found on footpaths, stairs and train station platforms.



# Guidelines

Thank you for choosing to use an Access Key for Kirrip Kindergarten. This customised accessibility guide provides convenient convenient information about the kindergarten to assist with your visit. Access Keys are universally designed and suitable for all people, regardless of ability.

This Access Key can be downloaded and saved to your preferred device for future use.

For your Access Key to be successful, we recommend you follow these guidelines.

- Access Keys are available online to help you prepare for your visit in advance.
- Access Keys should be read and shared in an environment free of distractions.
- Access Keys can be read independently or shared with a friend, family member, carer or support worker to prepare for the visit.
- If sharing the Access Key with a participant, help the participant comprehend key points, consistently monitoring their level of understanding.
- If sharing the Access Key with a participant, contextualised photographs can be used to summarise information and experiences.
- If using the Access Key as a reflective tool, make sure to enjoy the pivotal link between experience and recall after the visit has taken place.
- Once the visit has taken place, revisit the Access Key to celebrate success.
- Accessibility information is located on page [18](#).
- Safety information is located on page [19](#).
- Download Access Key in its entirety - 20 pages in total.



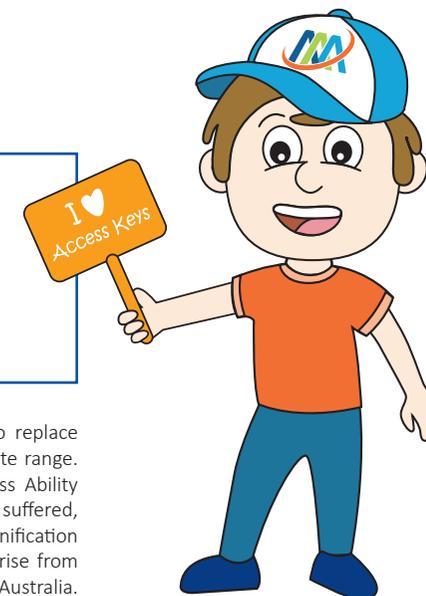
**Access  
Ability  
Australia**

Access Keys are designed and developed by Access Ability Australia.

To view the full range of free Access Keys available, go to [AAA Library](#).

For Access Keys in Braille or audio, please [Contact Us](#).

Please complete our short [survey](#) to help us ensure continuous improvement.



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# Did You Know?

- Kirrip Kindergarten is located within Kirrip Community Centre, which opened in 2022. The centre provides essential services to the booming population in the city's north.
- Kirrip means "friend" in the local Woi Wurrung language of the Wurundjeri People.
- [Whittlesea 2040: A place for all](#) is the long-term vision for the City of Whittlesea. It guides all of Council's work and future partnerships with the community and others.
- At the City of Whittlesea, you are valued for your differences, your knowledge, abilities, and experiences. Our Disability Action Plan aims to ensure that the community is an accessible and inclusive place for all to live, work and play. We are all likely to be impacted by disability at some stage in our lives and as such, it's important to remember that support is available to assist us and our loved ones wherever it may be needed.
- Kirrip Kindergarten offers three-year-old and four-year-old sessional kindergarten programs.
- There are three indoor learning spaces and one outdoor play space.
- Play-based programs are based on the Victoria Early Years Learning Frameworks, which focus on fun and meaningful experiences based on life-long learning.
- Programs give children the opportunity to:
  - make choices
  - develop independence
  - practise literacy and numeracy
  - recognise and regulate feelings and behaviours
  - build confidence
  - hypothesise and experiment
  - develop meaningful relationships.
- Numerous activities are set up to encourage group play and collaboration.
- Quiet places are available for children to reflect and have time to themselves.
- Incursions and excursions are part of the kindergarten curriculum.
- Cooking is an important part of the curriculum. Children are given the opportunity to grow their own vegetables in the garden, which they then harvest and use in cooking and cultural celebrations involving families and community to share their experience and knowledge.
- Kirrip Kindergarten participates in the [Resilience Project](#), which aims to introduce positive mental health strategies as part of children's emotional development. The project provides practical strategies to build resilience within children.
- For information on how to enrol, please see the City of Whittlesea's [website](#).
- Children with a disability or complex medical needs may be eligible to receive extra support through the Kindergarten Inclusion Support Program. For further information, including eligibility criteria and application process, please see the Victorian Government [website](#).
- Kirrip Kindergarten is a registered NDIS provider.
- To book a personal tour, please contact the kindergarten on (03) 8404 6760 or email us at [kirrip.kinder@YWhittlesea.org.au](mailto:kirrip.kinder@YWhittlesea.org.au) to arrange.
- Find us on [Facebook](#) and [Instagram](#).
- To provide feedback please call us on (03) 8404 6760 or email us at [kirrip.kinder@YWhittlesea.org.au](mailto:kirrip.kinder@YWhittlesea.org.au)

# Enrolment

To be eligible to attend kindergarten, your child must be aged three by the 30 of April in the year that they will attend three-year-old kindergarten, or aged four by the 30 of April in the year that they will attend four-year-old kindergarten.

To make an application for your child to attend our kindergarten programs, you will need to register with and log into the [City of Whittlesea's kindergarten portal](#).

Applications open on 1 February each year, one year before three-year-old kindergarten attendance, or two years before four-year-old kindergarten attendance.

You need to apply by 30 June the year before your child attends kindergarten to be considered in the first round offers. Any applications received after that will be accepted and processed later in the year.

Kindergarten placement offers will be made by mail or email, starting in July and August in the year before your child is due to attend.

You can confirm your child's kindergarten placement offer online using the parent web portal, or return the printed form by email or mail.

Once you accept the offer, you will be contacted by Kirrip Kindergarten Management.

You will need to provide evidence of your child's immunisation status directly to the kindergarten to confirm your child's enrolment.

For information on kindergarten fees, including the kindergarten fee subsidy, please visit <https://www.vic.gov.au/costs-kindergarten>.



# Getting There

Kirrip Kindergarten is located within the Kirrip Community Centre at 135 De Rossi Boulevard, Wollert.

See [Google Maps](#).

## Train

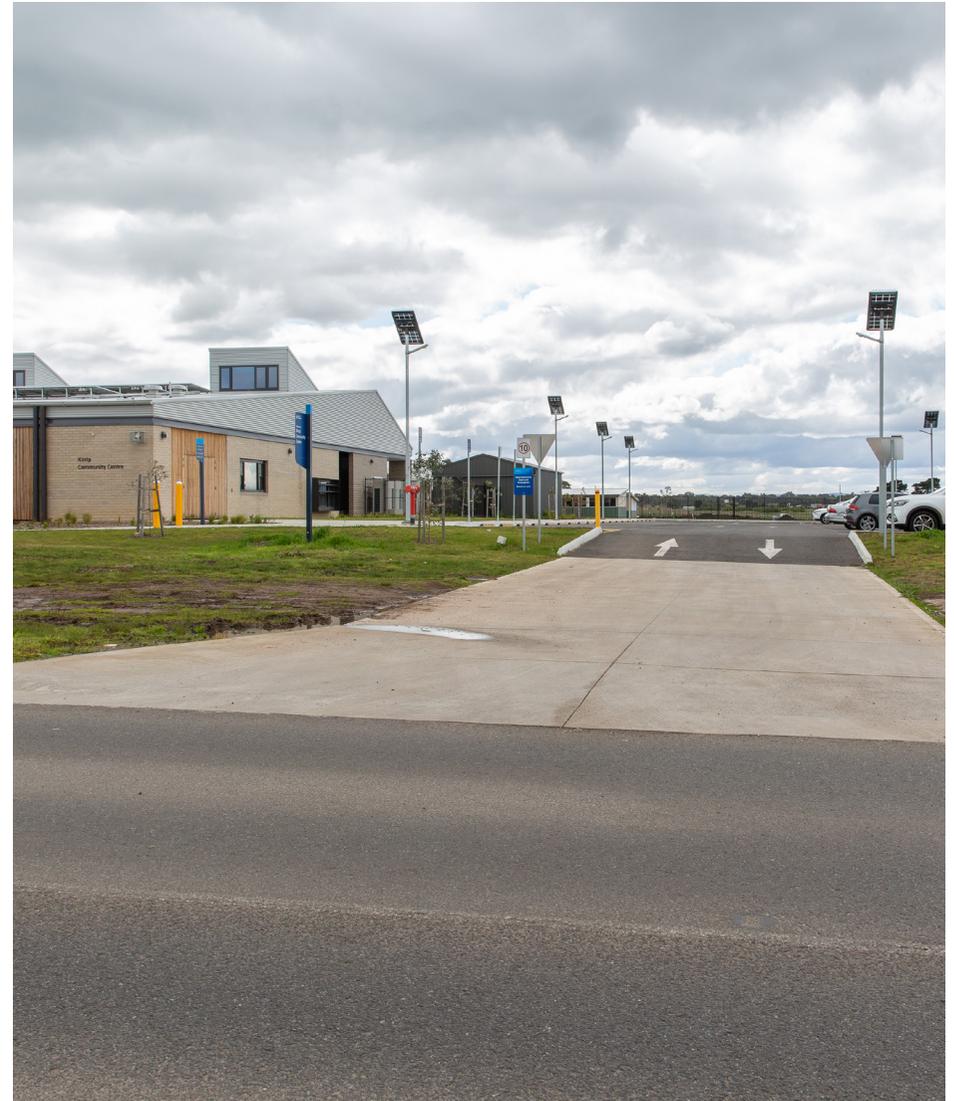
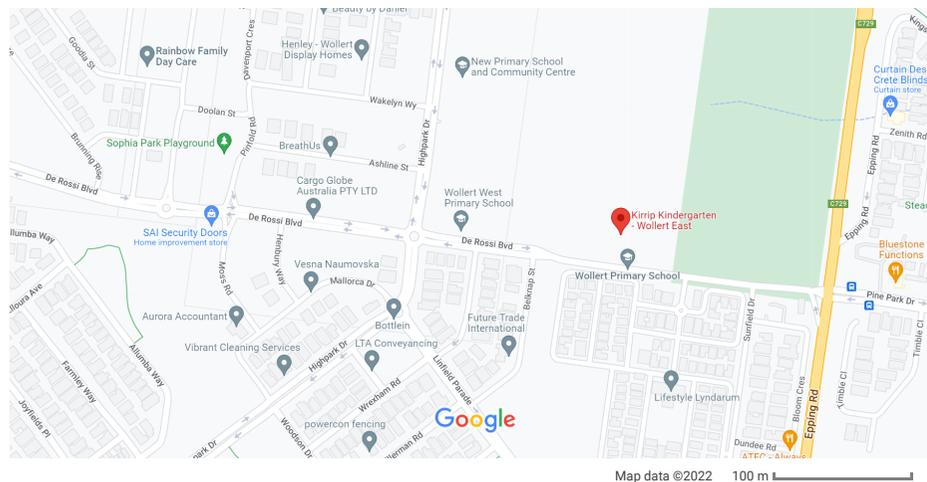
The Mernda train line from Southern Cross Station will get you there. The nearest station is Epping Station, 5.3km from the centre.

## Bus

The nearest bus stop is on the corner of Epping Road and Pine Road, Wollert, 600 metres from the centre. Bus route 356 will get you there.

For further information on how to get to Kirrip Community Centre, please visit [Public Transport Victoria](#).

Subsidised transport for eligible community members is available. To learn more visit [Community Transport - Whittlesea Community Connections](#).



# Parking

The most convenient parking is within a designated car park on-site.

There are:

- two accessible parking bays located 85 metres from the main entrance.
- 40 general parking bays with no restrictions.



# Welcome

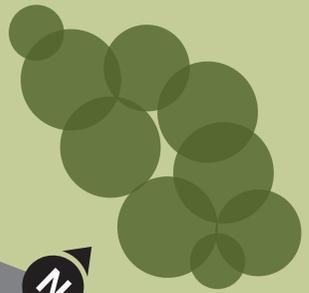
Welcome to Kirrip Kindergarten.

For operating hours and contact details please visit our [website](#).

There is an undercover area outside the main entrance to the kindergarten and outside the entrance to the community centre.

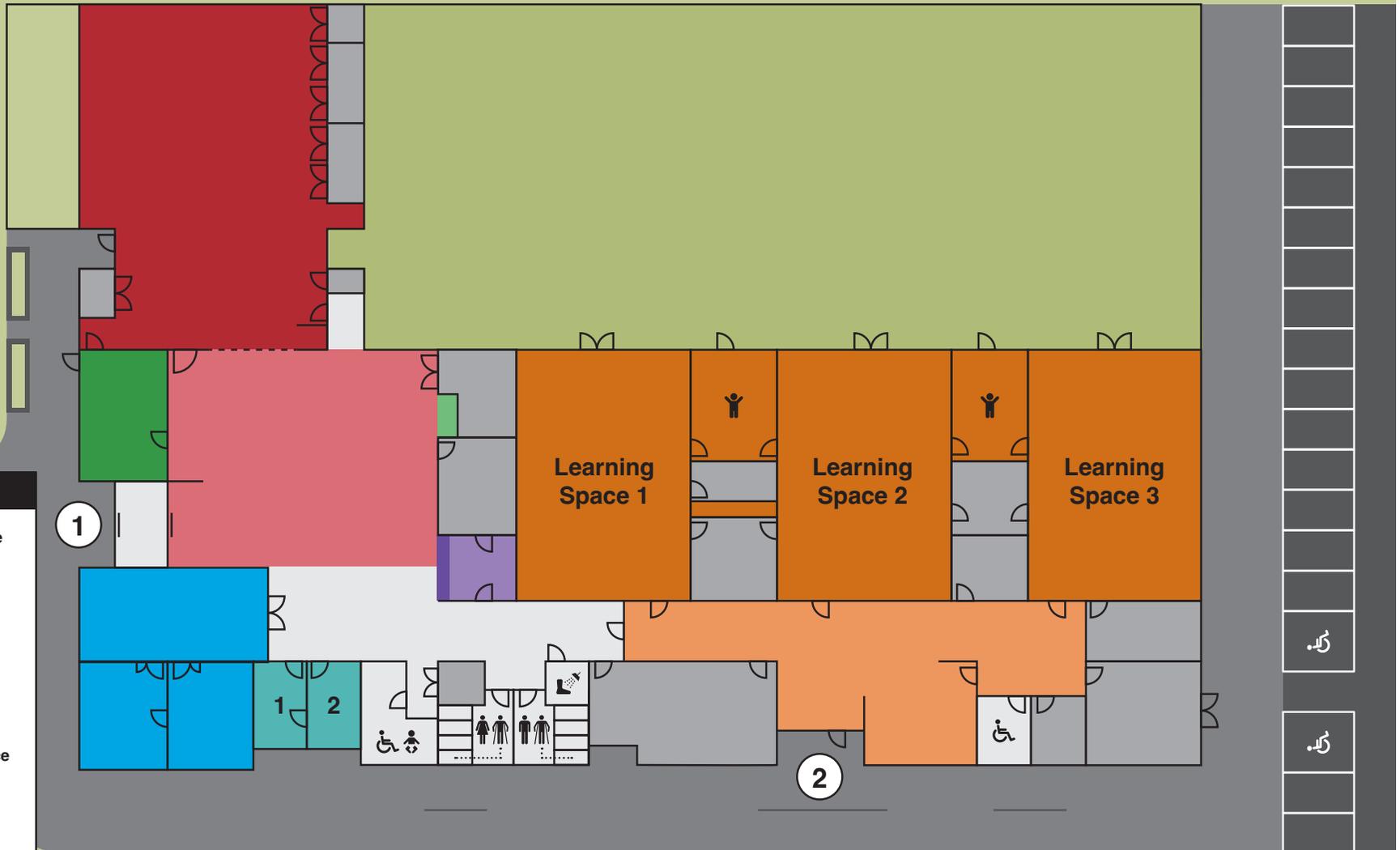


# Kirrip Community Centre



## Legend

- ① Community Centre Entrance
- ② Kindergarten Entrance
- Reception
- Information Desk
- Maternal and Child Health
- Consulting Room
- Kindergarten Foyer
- Kindergarten Learning Space
- Outdoor Learning Space
- Kitchen
- Community Lounge
- Kitchenette
- Community Hall
- Staff Only
- Foot Wash



# Staff

Kindergarten educators wear a red, green or black t-shirt with the YWhittlesea logo on the front, as well as a green lanyard.

Community Centre staff wear casual clothes with a lanyard and name badge with their role.



# Entry

## Main Kindergarten Entry

The main entry to the kindergarten is on the right of the walkway from the car park.

There is an external latch gate opening outward with a clearance of 930mm.

Entry to Kirrip Kindergarten is through a manual door, opening outward with a clearance of 860mm.



## Community Centre Entry

The kindergarten can also be accessed from inside Kirrip Community Centre.

Entry to Kirrip Community Centre is through two sets of sliding automated doors, each set with a clearance of 1150mm.

The kindergarten door is past the community centre information desk, on the right.

Entry to the kindergarten is through a manual door, opening outward with a clearance of 860mm.



# Toilets

Kirrip Kindergarten has one public toilet.

Location: In the kindergarten foyer, opposite Room 3.

Includes:

- one unisex, accessible toilet with sensor lighting
- manual door opening inward. Door clearance of 850mm. Twist lock at 1110mm AFFL
- cubicle space 2600mm x 3335mm
- grab bars to the left and behind toilet
- colour contrast toilet seat with backrest. Height 460mm AFFL with left hand transfer
- sink height 830mm AFFL with knee clearance 665mm AFFL. Lever tap at 950mm AFFL
- shower with HSH, grab bars, shower bench and privacy curtain.



## SENSORY GUIDE



**Feel**  
Heating/Cooling



**Sounds**  
Echo  
Hand dryer  
Toilet flushing  
Water running



**Sights**  
Bright lights  
Mirror/Reflection



**Smells**  
Air Freshener  
Bathroom smells  
Disinfectants

# Kindergarten Foyer

The kindergarten entry doors take you directly into the kindergarten foyer. This is where parents and caregivers drop off and pick up their children.

Includes:

- chairs with back and armrests
- couch
- coffee table
- table with display of current arts/crafts/events
- access to toilet.



## SENSORY GUIDE



### Feel

Change in ground surface  
Fan airflow  
Heating/Cooling  
Shared personal space



### Sounds

Children playing  
Fans spinning  
Telephones



### Sights

Audio visual screen  
Bright lights  
Fans spinning



### Smells

Art and craft material  
Sunscreen

# Indoor Learning Spaces

There are three indoor learning spaces located off the kindergarten foyer. Each learning space has a number on the entry door.

Entry to each space is through a manual door, opening outward with a clearance of 850mm.

Three-year-old kindergarten rooms have a capacity of 22 children.

Four-year-old kindergarten rooms have a capacity of 33 children.

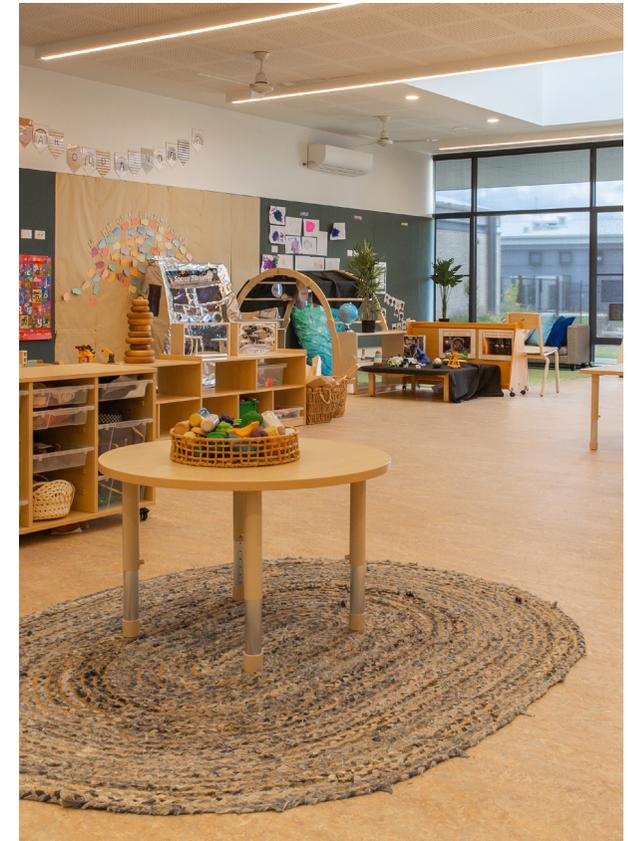
Staff/children ratios are 1:11. Each room is staffed by a qualified educator, as well as at least one assistant.

Program rooms include:

- access to children's toilets including ambulant toilets and nappy change area
- variety of toys, developmentally appropriate play equipment, arts and crafts
- toys/activities (rotating on a regular basis)
- kitchenettes
- bag storage area
- reading/quiet area.

Kindergarten activities can include:

- imaginative play
- painting
- craft
- singing and dancing
- story telling
- cooking
- shared meal times
- outdoor play.



## SENSORY GUIDE



### Feel

Fan airflow  
Heating/Cooling  
Shared personal space



### Sounds

Bathroom sounds  
Children playing  
Children's toys  
Fans Spinning  
Music



### Sights

Bright lights  
Interactive toys



### Smells

Art and craft material  
Disinfectant  
Food/Drink  
Sunscreen

# Outdoor Play Space

The outdoor play space has an emphasis on natural elements.

Each indoor learning space leads to the outdoors. Access is through a manual door opening inward with a clearance of 860mm. These can also open to double doors. Children from different indoor learning spaces will sometimes share the outdoors.

Outdoor play provides health benefits by encouraging children to be active, socially interactive and allows them to take positive risks and encourages the appreciation of nature.

Outdoor play also exposes children to a variety of sensory experiences. Sight, smell, sound, touch and taste help children's brains develop as they use their senses to help learn about the world around them. Sensory play develops fine and gross motor skills and provides children the opportunity to communicate, both verbally and non-verbally, when they discover new sensations.

Sensory play that involves natural elements such as gardens, sand and water can also have calming qualities for children who feel overwhelmed in busy environments such as playgrounds.

Includes:

- sandpit
- bicycle/tricycle track
- climbing structures
- swings
- garden planter boxes, including a vegetable garden that is used for kindergarten cooking
- ground surfaces and pathways of different textures
- log steppers
- shade umbrellas
- grassed area
- water play
- musical play equipment
- an undercover area outside the indoor learning spaces.



## Feel

Heights (climbing structures)  
Increased body temperature  
Increased heart rate  
Sensation of flying (swings)



## Feel

Shared personal space  
Varied ground surface  
Wet ground surface  
Weather  
Weightlessness (swings)



## Sounds

Birds  
Children playing  
Flying insects  
Musical play equipment  
Water running  
Weather



## Sights

Birds  
Children playing  
Glare  
Nature



## Smells

Food/Drink  
Nature  
Sunscreen

# Your First Day

After your child's enrolment has been confirmed, you will receive an invitation to attend an information session in November. This session will give you all the information you need to know about starting kindergarten including the orientation process, the sign in and sign out process, what to bring and what to expect.

You will also be given information about the direct debit process for paying for your child's kindergarten fees. Payments are made through the kindergarten [Xplor app](#).

It is important to provide any information about allergies your child may have, including any completed Allergy and Anaphylaxis Management Plans.

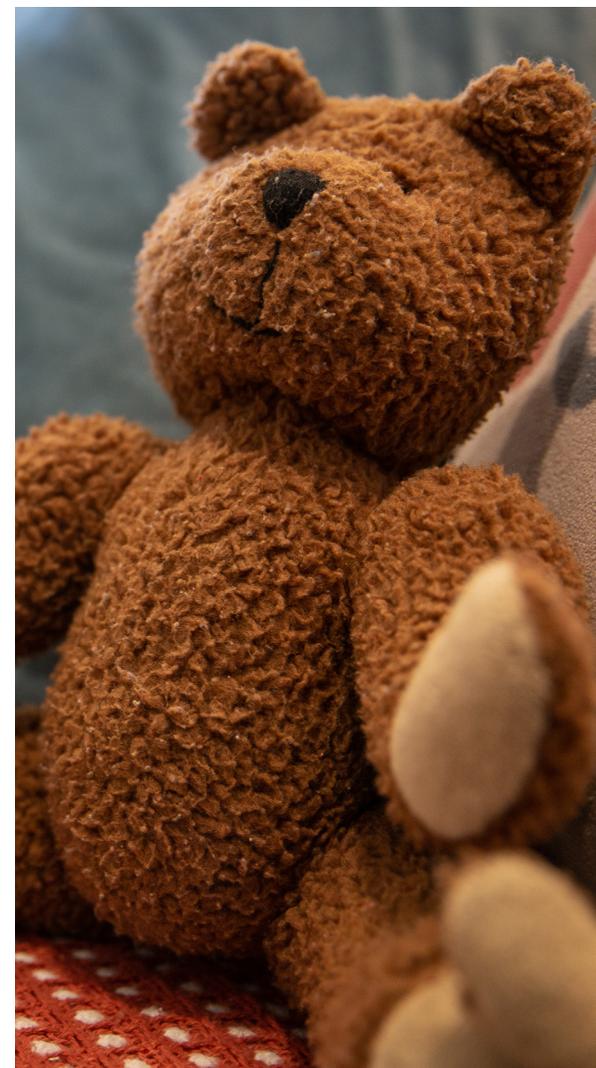
Before your child's first day, you will be informed which learning space their sessions will be in, and where in the kindergarten foyer to drop them off.

On arrival, please use the Xplor app to sign in your child for their kindergarten session. Staff will be available to help you if you have any difficulties.

You will need to stay with your child in the kindergarten foyer, until their educator comes out to meet you and welcome your child into their learning space.

Children are required to bring a bag with a water bottle, a healthy morning tea and lunch, a change of clothing, sun hat/beanie and a spare pull up/nappy if required.

When you return to pick up your child at the end of their kindergarten session, you will be required to use the Xplor app to sign them out. You can wait for your child in the kindergarten foyer.



# Accessibility

## Throughout

- Pram ramp from car park to entry pathway.
- Step-free access.
- Hearing augmentation service. Please see staff at Customer Service Desk for assistance.
- The City of Whittlesea is Relay Service Friendly.
- Interpreter service available. Phone 131 450.
- Clear path of travel from outdoor to indoor areas.
- Mobility aides can be stored at own risk in storage room next to kitchenette in community centre community lounge.
- Free Wi-Fi.
- Varied external terrain of concrete, grass, tanbark and wooden steppers.
- Varied internal terrain of vinyl and carpet.
- Wayfinding signage.
- Wide, clear internal and external walkways.
- Clear wheelchair circulation space.

- Spaces for a person using a wheelchair to sit with friends.
- Assistance animals welcome.
- Pen and paper for exchanging information available on request.
- Staff can read information to visitors.
- Quiet spaces can be made available.
- Staff welcome people of all abilities.

## Kindergarten Main Entry

- External entry gate with latch 1650mm AFFL.

## Community Centre Entry

- Outdoor water fountain 710mm AFFL.
- Double power point at main entry 330mm AFFL.
- Community Centre entry doors with exit push button 1000mm AFFL.

## Indoor Learning Spaces

- Children's toilets with manual entry door opening inward with a clearance of 850mm.
- One child toilet with handrails on both sides.
- One child toilet with screen doors.

- Manual doors from children's toilets to outdoor learning space open inward with a clearance of 860mm.

## Outdoor Play Space

- Water play tap operating height 760mm AFFL.
- Standing sand/water table 500mm AFFL.



# Safety

## Throughout

- TGSI from entry pathway to car park.
- Sensor lighting.
- No smoking.
- Wet floor signage may be displayed.
- All staff with Working with Children Checks.
- Evacuation maps.
- Fire wardens on-site.
- Main first aid kit in kitchen area between rooms 1 and 2. Each room also has a smaller first aid kit located in their rooms.
- Defibrillator at community centre customer information desk.
- Illuminated exit signs.
- Audible alerts in the case of an emergency.
- In the event of an emergency, staff will direct children to an exit point using one of the evacuation routes outlined in the displayed evacuation plan.

## Kindergarten Main Entry

- Entry door handle height 1770mm AFFL.
- Mats on floor.

## Community Centre Entry

- Kindergarten entry door handle height 1650mm AFFL.
- Entry doors with contrast safety bands 940mm to 1020mm AFFL.
- Entry doors with hand sanitiser station 975mm AFFL.

## Indoor Learning Spaces

- Entry doors with handle heights 1660mm AFFL.
- Mats on floor.
- Air purifiers.

## Outdoor Play Space

- Fully fenced.



# Kirrip Kindergarten



## Contact

T: 03 8408 6760

### Address

135 De Rossi Boulevard  
Wollert VIC 3750

<https://www.whittlesea.vic.gov.au/kinder>

Free telephone interpreter service



131 450

Whittlesea 2040 - *A place for all*