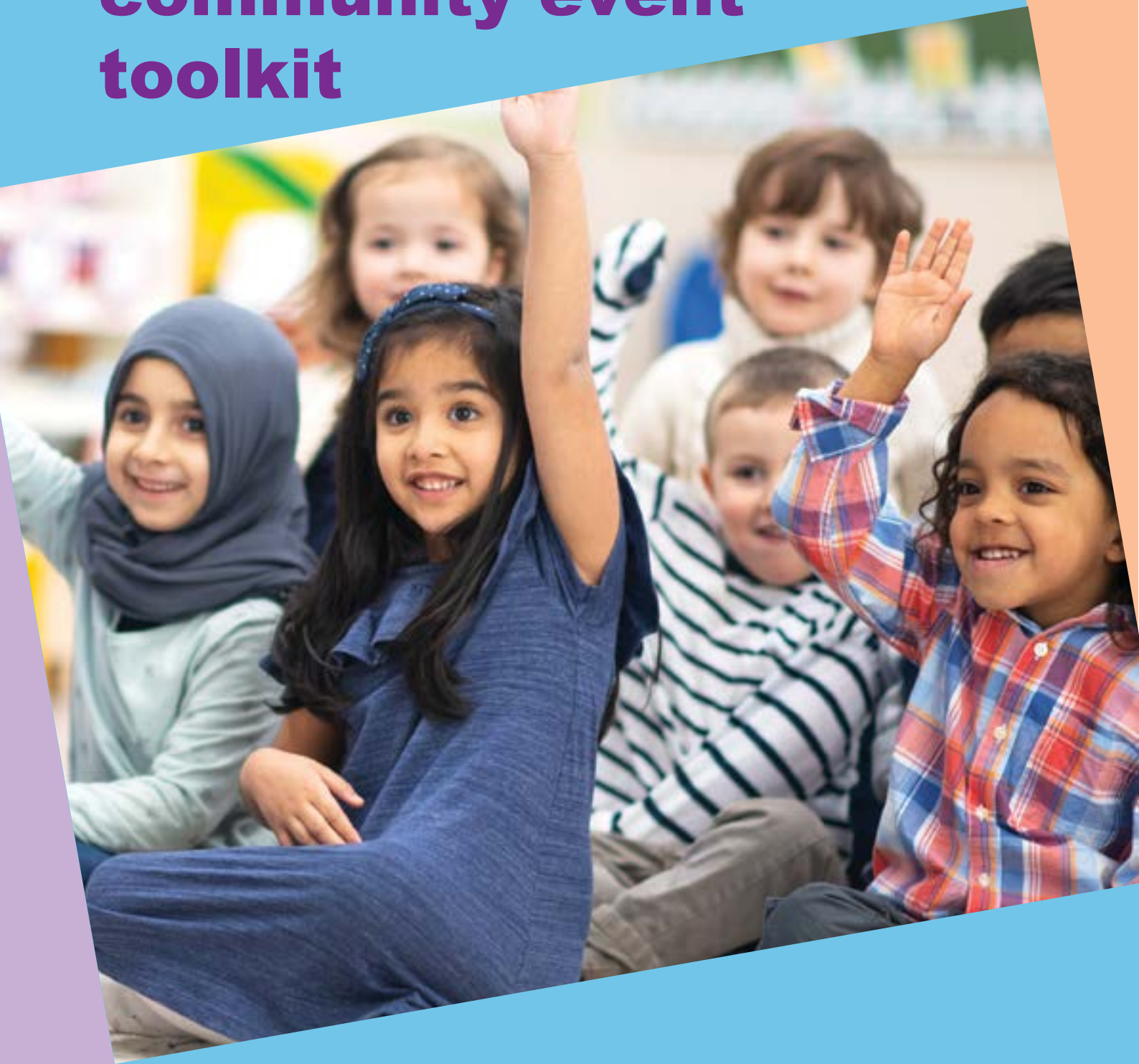


Culturally and linguistically diverse community event toolkit



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Purpose of the Toolkit

Engaging culturally and linguistically diverse (CALD) families in early learning

This resource includes tools and tips to assist you engage with culturally and linguistically diverse (CALD) families and communities. The toolkit can be used to encourage enrolments in kindergarten programs, and to increase participation.

When children go to high-quality kindergarten for two years before school it has a profound impact on their learning, development and wellbeing. The benefits can be even greater for children from CALD backgrounds. Kindergartens may also help families integrate into communities and make friends, as well as connect them to other support services.

The more that CALD families know about kindergarten and how they can access local programs, the greater the chance more families will enrol their children.

This toolkit provides some ideas for how services can engage with CALD families, while letting them know about the benefits of kindergarten and starting at age three (see Appendix 2 on [page 20](#)). For example, letting CALD families know that kindergarten programs are where children:

- develop important skills such as how to read, count and recognise numbers and how to solve problems
- learn through play which is the best way to teach young children
- make new friends and build their confidence and independence and start to learn about their feelings and how to get along with others
- can improve their English before starting school.

If families have confidence in what kindergarten programs can offer their children and that it is a safe and inclusive environment, they will feel more comfortable about enrolling.

The value and importance of community events and celebrations

CALD communities regularly engage with cultural and religious festivals and calendar events. They are often an important part of their life, that bring communities together.

CALD communities are also responsive to services and organisations that make the effort to participate



in or stage events that reference key cultural events and celebrations.

The value and importance of community events for early childhood education providers

When early childhood education services incorporate cultural events in their programs and join in community events and celebrations, it has the following benefits:

- You are demonstrating a willingness to engage with the local community in a positive way.
- You are building rapport and connection with local CALD families, which can help encourage mutual trust and respect.
- You are helping to develop service environments that reflect the cultural make-up of local communities.
- You are showing your community that you value diversity and inclusiveness, which will make families more at ease when enrolling and participating in your kindergarten programs.



Accessing relevant community events – A step by step guide

There are four steps you can take to engage with CALD communities and encourage enrollments in your Three and Four-Year-Old Kindergarten programs. Any one of these steps could make a big difference to CALD families at your service and in your community.

The size of your service will determine the extent to which you can incorporate the below steps. You may want to concentrate on the first two steps, and work towards participating in a community event or hosting an event if you can.

This toolkit may also help you organise other events at your service as well as those that are CALD focused.

Step 1: Find out which cultural & linguistic groups are in your local government area (LGA)



Step 2: Incorporating events into your kindergarten programs



Step 3: Participate in a community event



Step 4: Host an event at your service



Step 1: Find out which cultural and linguistic groups are in your local government area

The most reliable and commonly used source of data to identify local area populations, covering language spoken at home, country of birth and English language proficiency is the Australian Bureau of Statistics (ABS) Census. The last ABS Census was conducted in 2021.

This will provide a strong foundation for considering the language and cultural groups in your area

Bureau of Statistics Census Data - abs.gov.au/census

You can find local data on the Bureau of Statistics website by selecting 'Find Census data' and 'Search Census data'. Under 'Search by geography' you can select LGAs and suburbs and view 'Community Profiles'. You can find a range of information, including the number of people speaking languages other than English at home, the individual language groups, their religion, their recency of arrival and their English proficiency.

As most Census data ages between the census intervals, you may also consider other sources of information to identify more recently arrived communities. Local area data can also be sourced from other organisations and authorities, including:

Local Councils Profile Data <https://knowyourcouncil.vic.gov.au/councils>

Local Councils in Victoria have helpful information in developing local area profiles. This information is readily available on most council websites and can be accessed for event planning purposes.

Victorian Multicultural Commission <https://www.vic.gov.au/local-government-areas-report-population-diversity>

The Victorian Multicultural Commission (VMC) is a great source of information and has data specific to the diverse cultural and linguistic groups in Victoria. The VMC's website collates information and provides local government area reports on population diversity.



Also consider reaching out to organisations such as:

- **AMES Australia** (ames.net.au) provide humanitarian settlement services and have a deep knowledge (including language and cultural profiles) of the new arrival communities especially those arriving as refugee and humanitarian entrants. AMES works with local Migrant Resource Centres.
- **Foundation House - The Victorian Foundation for Survivors of Trauma Inc** (foundationhouse.org.au) specialise in refugee trauma and support survivors of torture and other traumatic events. Their head office is based in Brunswick, Victoria and also provide services in partnership with other agencies in rural and regional Victoria. Foundation House deliver professional learning for the early childhood sector, and have additional in-language and webinars available [Early Years | Foundation House](#)
- **Asylum Seeker Resource Centre** (asrc.org.au) provide support to refugees and people seeking asylum and empower them to live safely, independently, and equally.
- **Fka Children Services** (fka.org.au) advocate for children's cultural and linguistic rights and provide support to education and care services.

These organisations may also often provide information about Early Start Kindergarten and Three- and Four-Year-Old Kindergarten to families using their services.

After reviewing the data you collect, you can develop a community profile for the area that your service operates in. It is recommended you identify both language communities as well as cultural and religious communities.

This profile should be used to identify and filter relevant community events and festivals that would be available to you for outreach and community engagement or internal celebration through an Events Week Calendar.



Step 2: Incorporating events into your kindergarten programs

The next step is to consider what cultural days and/or annual community events your service could include in their kindergarten programs or celebrate. This is a great way to show you care about diversity and inclusion.

Larger scale events

There are key dates and events throughout the year that provide early childhood education services with opportunities to celebrate cultural diversity and strengthen multicultural inclusion. These tend to be larger events that may have both a coordinated activity and local level activity.

- **Cultural Diversity Week** - March
- **Harmony Week** - March
- **International Day for the Elimination of Racial Discrimination** - 21 March
- **Refugee Week** – June
- **World Refugee Day** - 20 June
- **Human Rights Day** - 10 December

The Victorian Multicultural Commission is a good source of information about these events and any local events during these periods. The Harmony and Refugee Weeks usually have various activities that you could be involved in.

For further information about these events go visit: multiculturalcommission.vic.gov.au/

Cultural group calendar events

You may need to do some research and talk to some people in your community to establish what events are held locally and their relevance to the language and cultural groups at your service and in your area.

The University of Melbourne website is a good place to start – it has a diversity calendar - arts.unimelb.edu.au/about/diversity-and-inclusion/diversity-calendar, which lists key events on a monthly basis. This lists the larger and more significant days such as lunar New Year, Ramadan, Sikh and Buddhist New Year, Krishna Janmashtami, Diwali and many more.

There is also a comprehensive list of Victorian multicultural calendar dates and Victorian cultural events at Appendix 1 ([page 13](#)).



Step 3: Participate in an external event

This may include a local activity, for example as part of Refugee Week, or a community specific activity with a public event associated with it, such as Diwali.

Being involved in a public event can give your service the opportunity to engage with and learn more about CALD communities in your area. You can tell families about your service and explain the benefits of going to kindergarten for two years and starting at aged three, as well as the availability of Early Start Kindergarten.

You can use the Event Guide at Appendix 5 ([page 24](#)) to assist you plan and organise your presence at the event.

You may indeed choose to do both and this Toolkit can be used to support both types of activity.

Consider the following activities and processes when scoping external opportunities:

- Identify events that are relevant to CALD families in your kinder community
- Consider all aspects of events, including:
 - size
 - what it is being celebrated
 - its positioning within an individual community, and
 - its ability to engage with local CALD families.
- Contact event organisers and find out what the options are for being involved, for example can you have an information stall? Also, discuss costs and whether promoting an early childhood education service and kindergarten programs fits the character and theme of the event.
- Consider the resource requirements, such as staffing, for particular events to ensure you will be able to actively engage with event participants. You will need to consider bilingual support requirements.
- Consider collaborating with other local community organisations as potential partners in an event.
- Consider how you can promote the event beforehand so your community knows you will be at the event, and will be available to talk about kindergarten.



The following activities and processes should be considered when staging an external event:

- Identify an Event Coordinator.
- Develop an event run sheet that specifies timing, activities, responsible personnel, resource requirements, volunteers, interpreters and the role of service staff. You can use the checklist template at Appendix 4 ([page 22](#)).
- Seek volunteers from the parent community to participate in the event, especially if they are from the cultural and linguistic backgrounds relevant to the activity and event. Clearly identify what everyone's role is.
- Promote the presence of your service at the event with a flyer or brochure, and have it available in different languages.
- Consider showing some of the teaching resources and toys used at your service. Use translated materials where you can. See Appendix 3 ([page 21](#)) to access a series of multilingual resources for your use.
- Book language interpreters for the event if internal staff and local bilingual community members are not available.
- Liaise with event organisers to ensure that appropriate measures are in place for the safety of your staff and volunteers. This should include physical safety as well as COVID-19.



Step 4: Host an internal event

This could include celebrations in festival periods already identified such as Lunar New Year (end of cultural calendar), Eid (end of Ramadan) or Diwali (festival of lights). You could also consider the celebration of various national days (see [Appendix 1](#) on page 13), although be aware that some refugee communities may not celebrate particular days/events. As always, you should seek to understand local community sensitivities before embarking on activities.

You can use the Event Guide at Appendix 5 ([page 24](#)) to assist you plan and organise your event.

Consider the following activities and processes when scoping internal event opportunities:

- Identify events of interest that are relevant to the CALD families in your community, that could be supported by the families that attend your service.
- Consider all aspects of the event including:
 - size
 - what it is being celebrated
 - its positioning within an individual community, and
 - its ability to accommodate all CALD families at your kinder.
- Liaise with local relevant cultural communities and families and establish an event committee.
- Consider the resource requirements to get the most out of the activity, such as:
 - staffing
 - guest activities
 - food, and
 - decorations.
- Consider collaborating or partnering with people from your local community. This could include their involvement as speakers, performers, and storytellers.
- Consider what bilingual staff or language interpreters you will need so you can engage meaningfully with attendees



Consider the following activities and processes when staging an internal event:

- Look at the calendar of multicultural events (see [Appendix 1](#) on page 13) and identify which ones are most relevant and could be supported by your existing families.
- Identify an Event Coordinator.
- Put together an event committee involving both staff and parents from the cultural background being celebrated, or if none are available, approach a local community representative.
- Develop an event run sheet that specifies things like timing, activities, responsible personnel,



resource requirements, volunteers, language interpreters and the role of service staff.

- Seek volunteers from families at your kinder to participate in the event, and share an aspect of their culture if they feel comfortable. This could be a performance, food and cooking, stories, or traditional dress.
- Identify available resources specific to the event from the Department of Education website or the Victorian Multicultural Commission or liaise with fkaCS to seek resources to run activities.
- Decorate the venue/centre.
- Book interpreters for the event.
- Establish a process to receive responses from families, including language and food considerations and preferences.
- Organise an MC who will host the event. Again, this could be a parent representative who could officiate bilingually. They will:
 - welcome attendees
 - perform Acknowledgement of Country
 - introduce language interpreters
 - introduce any entertainment, activities or special guests or speakers.
- Prepare takeaway show bags containing relevant translated information, promotional merchandise, and materials.
- Prepare an evaluation that can assess the success of the event against its objectives. This may involve seeking feedback from participants, parents, and staff as to the value of the activity, what worked well, what could be improved, and what could be done for the next event.



Appendix 1: Multicultural Calendar

Below is an outline of some religious and cultural events that occur throughout the year.

Alternative online resources available for use

- 2023 Religious and Cultural Events Calendar, prepared by the Spiritual Health Association. <https://www.spiritualhealth.org.au/sha-2023-calendar>
- Diversity Calendar prepared by the University of Melbourne, <https://arts.unimelb.edu.au/about/diversity-and-inclusion/diversity-calendar>
- The Victorian Multicultural Commission have compiled a list of current events by local council area, <https://www.multiculturalcommission.vic.gov.au/attend-local-event-cultural-diversity-week>

Festival Name	Date	Event Description	Cultural Groups / Religion
Mahayana New Year	Late Jan or Early Feb - Depending on Lunar Calendar	Buddhist New Year depends on the country of origin or ethnic background of the community. In Mahayana Buddhist countries the New Year starts on first full moon day in January.	Religion: Buddhist
Tet (Vietnamese Lunar New Year)	Late Jan or Early Feb - Depending on Lunar Calendar	The Vietnamese community celebrate Tet with many customs, ancestor worship, family gatherings, special foods and gifts. This celebration is also an opportunity for Vietnamese Australians to share their cultural heritage with the wider Australian community.	Language: Vietnamese
Lunar New Year (Chinese New Year)	Late Jan or Early Feb - Depending on Lunar Calendar	Chinese Australian communities celebrate Chinese Lunar New Year with many customs, ancestor worship, family gatherings, special foods and gifts. This celebration is also an opportunity for Chinese Australians to share their cultural heritage with the wider Australian community.	Language: Simplified/ Traditional Chinese



Festival Name	Date	Event Description	Cultural Groups / Religion
Seollal (Korean Lunar New Year)	Late Jan or Early Feb - Depending on Lunar Calendar	The Seollal celebration is typically three days long, beginning the day before and ending the day after of the Lunar New Year. The Ox is the second of the 12 animals in the Asian Zodiac.	Language: Korean
Parinirvana Day	Late Jan or Early Feb - Depending on Lunar Calendar	This day is an observance of the death of the Buddha (in the Mahayana Buddhist tradition). Many celebrate Parinirvana Day by meditating or by going to Buddhist temples or monasteries.	Religion: Buddhist
Purim	Celebrated on the fourteenth and fifteenth days of the month of Adar in the Hebrew calendar. In the Gregorian calendar its celebrated in February or March	Purim commemorates the time when the Jewish people living in the ancient Achaemenid Persian empire were saved from extermination by the courage of a young Jewish woman called Esther and her uncle and adviser named Mordechai.	Religion: Jewish
International Day for the Elimination of Racial Discrimination	21 March	The International Day for the Elimination of Racial Discrimination is observed annually on 21 March.	
Harmony Week	Celebrated in the week which included the 21st March, which is Harmony Day	Harmony Week is a national celebration of Multiculturalism in Australia. There is a focus on inclusiveness, respect and belonging for all Australians, regardless of cultural or linguistic background, united by a set of core Australian values.	
Cultural Diversity Week	Celebrated in March each year	Cultural Diversity Week is Victoria's largest multicultural celebration, featuring an exciting annual program of festivals and events across metropolitan and regional areas.	



Festival Name	Date	Event Description	Cultural Groups / Religion
Ramadan	Exact dates change each year, but are determined by the Islamic lunar calendar	Ramadan is the most auspicious month on the Islamic Calendar, being the month in which the first verses of the Qur'an were revealed to the Prophet Muhammad. During Ramadan Muslims around the world fast from sunrise to sunset.	Religion: Islam
Songkran - Thai New Year	13-15 April	Songkran, the Thai New Year and Water Festival, is one of Thailand's oldest and favourite festivals. Thai communities across Australia celebrate this festival with food, crafts, and entertainment	Language: Thai
Sinhalese and Tamil New Year	14 April	Beginning of the solar New Year, traditionally celebrated by Sinhalese and Tamils in Sri Lanka and Tamils in India. This festival is known as Puthandu or Puthu-varusham among Tamil and Aluth Avurudda among Sinhalese.	Languages: Sinhalese and Tamil
Rama Navami	Celebrated on the ninth day in the first month of the Hindu calendar, usually falls in March of April	Ram Navami celebrates the birth of Lord Rama and falls on the last day of Navratri - a nine-day Hindu festival where prayers are offered to the goddess Durga. Devotees, who have been observing fast throughout Navratri, break the fast on this day.	Religion: Hindu
Theravada New Year	Occurs three days after the first full moon in April each year	New Year Buddhist festival. Theravada Buddhists believe in reincarnation, dharma, karma, nirvana, the Four Noble Truths and the Eight-Fold Path.	Religion: Buddhist
Shavuot	Begins seven weeks or 49 days after Passover, exact date changes each year	Shavuot is a Jewish celebration of Moses's descent from Mount Sinai with the Ten Commandments. It is the second of the Jewish pilgrim festivals. Some Jews refrain from work on Shavuot.	Religion: Jewish



Festival Name	Date	Event Description	Cultural Groups / Religion
Vesak Day or Buddha Day	Usually celebrated on the first full moon in May, according to the lunar calendar	Commemorates the birth, enlightenment, and death of the Buddha. The date varies by region and tradition. Some Countries celebrate Vesak Day 1 or 2 days either side of this date.	Religion: Buddhist
World Refugee Day	20 June	World Refugee Day is a celebration to honour the courage, strength and determination of those who were forced to flee their homes because of the threat of persecution, conflict and violence. The first World Refugee Day was in 2001 as recognition of the 50 th anniversary of the 1951 Convention Relating to the Status of Refugees.	
Victorian Refugee Week	Celebrated in June each year. Please refer to https://www.refugeeweek.org.au/	Refugee Week is a national celebration of the contributions of refugees to Australia. Now in its 35th year, the week also raises awareness about important issues currently affecting refugees.	
Al Hijra (first day of Muharram)– Islamic New Year	Exact dates change each year, and are determined by the Islamic lunar calendar	Al Hijri (Al Hijrah in Arabic) according to the lunar or Islamic Calendar, is the Islamic New Year observed on the first day of Muharram. Muharram is the first month of the year on the Islamic Calendar. This month is the second holiest month after Ramadan.	Religion: Islam
Raksha Bandhan	Celebrated on the last day of the Hindu lunar calendar, usually in August	Raksha Bandhan means bond of protection. This Hindu festival honours the love between brothers and sisters and is marked by the tying of a rakhi thread by the sister on the wrist of her brother.	Religion: Hindu



Festival Name	Date	Event Description	Cultural Groups / Religion
Multicultural Film Festival	Festival dates change each year. Please refer to https://www.multiculturalcommission.vic.gov.au/multicultural-film-festival	The Multicultural Film Festival (formerly the VMC Film Festival) showcases short films that explore stories of diversity and inclusion	
Rosh Hashanah/ Jewish New Year	Celebrated 163 days after the first day of Passover and can be determined by the new moon closest to the autumnal equinox. Usually in September	Rosh Hashanah, the Jewish New Year festival, commemorates the creation of the world. A synagogue ritual is the blowing of the Shofar, a ram's horn trumpet. Apples are dipped in honey as a symbol of the sweet New Year that lies ahead. Work is not permitted.	Religion: Jewish
Yom Kippur	Occurs each year on the 10th day of the Jewish month of Tishrei, or nine days after the beginning of Rosh Hashanah	This holiest day of the Jewish year is observed with fasting and repentance. Many Jews will refrain from work and attend synagogue services.	Religion: Jewish
Mid-Autumn (Moon) Festival	Celebrated on the 15th day of the eighth month of the Chinese lunar calendar, usually in September or October	The Mid-Autumn Festival is a popular East and South East Asian celebration of abundance and togetherness, dating back over 3000 years. The traditional food of this festival is the moon cake but can vary depending on the country.	Language: Chinese Simplified/ Traditional/ Vietnamese/ Korean
Vijaydashami (Dussehra)	Occurs in the Hindu lunar month of Ashvini. Usually September or October.	This Hindu festival marks the triumph of good over evil. The festival of Dussehra concludes the festival of Navaratri, which extends over a number of days.	Religion: Hindu



Festival Name	Date	Event Description	Cultural Groups / Religion
Deepavali (also known as Diwali) – Festival of Lights	Diwali takes place annually and lasts for five days, marking the start of the Hindu New Year. The exact dates change each year and are determined by the position of the moon. Usually falls between October and November	Sikh, Jain and Hindus celebrate Deepavali (also known as Diwali) or the Festival of Lights which celebrates the victory of good over evil, light over darkness and knowledge over ignorance.	Religion: Sikh, Jain, Hindu
Chanukah Festival of Lights	Falls on the eve of the Jewish month of Kislev and lasts for eight days. Usually occurs in December	Chanukah (alternate transliteration: Hanukkah) commemorates the recapture and rededication by the Jewish people of the Jerusalem Temple. It lasts for eight days and nights, and each night an additional candle is lit.	Religion: Jewish
Victoria's Multicultural Awards	Festival dates change each year. Please refer to https://www.multiculturalcommission.vic.gov.au/multicultural-awards-for-excellence	Victorian Multicultural Awards for Excellence recognize the outstanding achievements of people and organizations who strengthen multiculturalism across 15 categories. The awards are proudly coordinated by the Victorian Multicultural Commission.	
Human Rights Day	10 December	Human Rights Day commemorates the day in 1948 that the United Nations General Assembly adopted the Universal Declaration of Human Rights.	



SPIRITUAL HEALTH ASSOCIATION 2023 CALENDAR

Spiritual Health Association

JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST	
1	Birthday of Bhaiji Maharaj (1827-1891)	5	Epiphany of the Lord	7	Mahayana New Year	13	Maghi	19	Chinese New Year/Lunar New Year	25	Australia Day/ Survival Day	1	ANZAC Day	7	ANZAC Day
2	Lent	6	Nativity	8	Magha Purnima Day	14	Holi	20	Good Friday	26	Easter	2	ANZAC Day	8	ANZAC Day
3	Lent	7	Purim	9	World Health Day	15	Pesach	21	World Health Day	27	Good Friday	3	ANZAC Day	9	ANZAC Day
4	Lent	8	Holi	10	World Health Day	16	Pesach	22	World Health Day	28	Good Friday	4	ANZAC Day	10	ANZAC Day
5	Lent	9	Holi	11	World Health Day	17	Pesach	23	World Health Day	29	Good Friday	5	ANZAC Day	11	ANZAC Day
6	Lent	10	Holi	12	World Health Day	18	Pesach	24	World Health Day	30	Good Friday	6	ANZAC Day	12	ANZAC Day
7	Lent	11	Holi	13	World Health Day	19	Pesach	25	World Health Day	31	Good Friday	7	ANZAC Day	13	ANZAC Day
8	Lent	12	Holi	14	World Health Day	20	Pesach	26	World Health Day	1	Good Friday	8	ANZAC Day	14	ANZAC Day
9	Lent	13	Holi	15	World Health Day	21	Pesach	27	World Health Day	2	Good Friday	9	ANZAC Day	15	ANZAC Day
10	Lent	14	Holi	16	World Health Day	22	Pesach	28	World Health Day	3	Good Friday	10	ANZAC Day	16	ANZAC Day
11	Lent	15	Holi	17	World Health Day	23	Pesach	29	World Health Day	4	Good Friday	11	ANZAC Day	17	ANZAC Day
12	Lent	16	Holi	18	World Health Day	24	Pesach	30	World Health Day	5	Good Friday	12	ANZAC Day	18	ANZAC Day
13	Lent	17	Holi	19	World Health Day	25	Pesach	31	World Health Day	6	Good Friday	13	ANZAC Day	19	ANZAC Day
14	Lent	18	Holi	20	World Health Day	26	Pesach	1	Good Friday	7	Good Friday	14	ANZAC Day	20	ANZAC Day
15	Lent	19	Holi	21	World Health Day	27	Pesach	2	Good Friday	8	Good Friday	15	ANZAC Day	21	ANZAC Day
16	Lent	20	Holi	22	World Health Day	28	Pesach	3	Good Friday	9	Good Friday	16	ANZAC Day	22	ANZAC Day
17	Lent	21	Holi	23	World Health Day	29	Pesach	4	Good Friday	10	Good Friday	17	ANZAC Day	23	ANZAC Day
18	Lent	22	Holi	24	World Health Day	30	Pesach	5	Good Friday	11	Good Friday	18	ANZAC Day	24	ANZAC Day
19	Lent	23	Holi	31	World Health Day	1	Good Friday	6	Good Friday	12	Good Friday	19	ANZAC Day	25	ANZAC Day
20	Lent	31	Holi	1	Good Friday	2	Good Friday	7	Good Friday	13	Good Friday	20	ANZAC Day	26	ANZAC Day
21	Lent	1	Good Friday	3	Good Friday	4	Good Friday	8	Good Friday	14	Good Friday	21	ANZAC Day	27	ANZAC Day
22	Lent	2	Good Friday	4	Good Friday	5	Good Friday	9	Good Friday	15	Good Friday	22	ANZAC Day	28	ANZAC Day
23	Lent	3	Good Friday	5	Good Friday	6	Good Friday	10	Good Friday	16	Good Friday	23	ANZAC Day	29	ANZAC Day
24	Lent	4	Good Friday	6	Good Friday	7	Good Friday	11	Good Friday	17	Good Friday	24	ANZAC Day	30	ANZAC Day
25	Lent	5	Good Friday	7	Good Friday	8	Good Friday	12	Good Friday	18	Good Friday	25	ANZAC Day	31	ANZAC Day
26	Lent	6	Good Friday	8	Good Friday	9	Good Friday	13	Good Friday	19	Good Friday	26	ANZAC Day		
27	Lent	7	Good Friday	9	Good Friday	10	Good Friday	14	Good Friday	20	Good Friday	27	ANZAC Day		
28	Lent	8	Good Friday	11	Good Friday	11	Good Friday	15	Good Friday	21	Good Friday	28	ANZAC Day		
29	Lent	9	Good Friday	12	Good Friday	12	Good Friday	16	Good Friday	22	Good Friday				

Appendix 2: Key Messages

Key Messages in communicating the benefits of two years of kindergarten

Key Message 1:

Three-year-old kindergarten provides support for children who are learning English.

Key Message 6:

Two years are better than one. Taking part in a quality kindergarten program at an earlier age boosts children's learning, development, health and well-being outcomes. It has even more benefits for children who need extra support or are in vulnerable circumstances.

Key Message 2:

Enrolling your child in two years of quality kindergarten gives them the best start in life.

Key Message 7:

Attending kindergarten introduces children to new environments and people.

Key Message 3:

Evidence shows that quality play-based early learning has a profound positive effect on children's learning and development.

Key Message 8:

Kindergarten teachers and educators will make the most of opportunities for all children to do well and learn from others. This includes opportunities to experience diversity and difference in ways that nurture positive attitudes, and care and respect for others.

Key Message 4:

Kindergarten is an extension of the learning that children do at home as they grow up

Key Message 9:

Kindergarten teachers and educators will support each child individually and provide the right level of support for your child to start prep school with the same skills as other children.

Key Message 5:

Kindergarten is the first step in your child's education journey, from Kendo to prep to year one and beyond.



Appendix 3: Translated resources

Translated resource can be accessed, downloaded, and requested from <https://shout.finsbury.com.au/kinder>. You will need to create a log in for your organisation to access and request these resources.

Visit <https://vic.gov.au/kinder/translations> for more information in-language, including audio and video files.

Languages resource is available in

Albanian	Amharic	Arabic	Assyrian	Bengali	Bulgarian	Chinese Simplified	Chinese Traditional
Croatian	Croatian	Dari	Dinka	Farsi	Fijian	French	Gujarati
Hazaragi	Hebrew	Hindi	Hmong	Indonesian	Italian	Japanese	Korean
Kurdish	Lao	Macedonian	Malay	Nepali	Oromo	Pashto	Plain English
Punjabi	Romanian	Russian	Sinhalese	Somali	Spanish	Swahili	Tagalog
Telugu	Thai	Tibetan	Tigrinya	Tongan	Turkish	Ukrainian	Urdu

Vietnamese



Type of resource: Three-Year-Old Kindergarten (3YOK) Statement of Benefits
Type of resource: Brochure
Format of resource: PDF



Type of resource: ESK (Early Start Kindergarten) Q & A
Type of resource: Factsheet
Format of resource: PDF



Type of resource: ESK (Early Start Kindergarten) Factsheet
Type of resource: Factsheet
Format of resource: PDF



Type of resource: ESK (Early Start Kindergarten) Brochure
Type of resource: Brochure
Format of resource: PDF



Type of resource: Three-Year-Old Kindergarten (3YOK) Workforce Brochure
Type of resource: Brochure
Format of resource: PDF

Culturally and linguistically diverse community event toolkit



Appendix 4: Event Checklist

Prior to Event

Event Context

Target audience language review	
Target audience demographic review	
Event format/ theme	
Event objective	

Event Logistics

Event date	
Event location/ venue	
Event budget	
Event catering	
Venue layout	
Event committee	
Event run sheet	
Event activities/ entertainment	
Acknowledgement of Country arranged	
COVID safety plan	
Risk assessment	
Working with children's checks	
Event coordinator/s	
Pre-event run through	

Attendees

Guest list	
Invitation	
Online registration form/ platform	
Distribution of invitation	

Event Promotion

Social media	
Newsletter	



Parent/ service provider emails	
Language Support	
Translated resources	
Bilingual staff	
Interpreters	

Post Event

Bump out committee	
Feedback	
Evaluation	
Report	
Event committee debrief	
Guest follow up	
Invoices processed	



Appendix 5: Event Guide

Complete this Event Proforma to support the activities on the day of the event you are planning or participating in.

Event Details

Event Name:	
Event Date:	
Event Location:	
Event Start Time:	
Event Finish Time:	
Organisations Involved:	

Key Personnel

Event Manager/Coordinator	
Name	
Organisation:	
Language Spoken	
Phone:	
Email	
Event Staff Member/s	
Role:	
Name	
Organisation:	
Language Spoken	
Phone:	

Culturally and linguistically diverse community event toolkit



Email	
Event Staff Member/s	
Role:	
Name	
Organisation:	
Language Spoken	
Phone:	
Email	
Event Staff Member/s	
Role:	
Name	
Organisation:	
Language Spoken	
Phone:	
Email	
Volunteer and COVID Marshal	
Role:	
Name	
Organisation:	
Language Spoken	
Phone:	
Email	
Volunteer and COVID Marshal	
Role:	
Name	



Organisation:	
Language Spoken	
Phone:	
Email	
MC	
Name	
Language Spoke:	
Phone:	
Email:	

Event Brief

Purpose of Event:	
Intended Outcomes:	

Attendees

Venue Capacity Limits:	
Target Audience (parents/ service providers/ Government officials etc):	

Partner and Stakeholder Organisation/s

Key Contact	
Name	



Organisation:	
Language Spoken	
Phone:	
Email	
Other Contact	
Name	
Organisation:	
Language Spoken	
Phone:	
Email	

Special Guest (VIP) List

Organisation	Contact	Details	Confirmed
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Catering

Business	Contact	Details	Confirmed	Paid
			<input type="checkbox"/>	<input type="checkbox"/>



			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Language Support

Requirement	Note
Bilingual Staff:	
Engaged interpreter/s:	
Speaker brief, working with interpreters:	
Translated resources (signs, promotional materials etc):	

