



Welcome | Our Parent Handbook explains imperative information you will need to be responsive of whilst your child is in attendance at our Service.

We strongly recommend you read the provided information and ask questions to confirm your understanding of how the Service operates.

We trust your family will feel welcomed, secure and valued in our centre. We look forward to working with you and sharing the development of your child's lifelong learning journey while they are cared and educated with us.

We proudly acknowledge the Wangal people as the traditional owners of the lands and waters where St Andrew's Kindergarten stands.



Contact Information

Phone: **9713 2775**

Email: **standkin@bigpond.net.au**

Website: **www.standrewskindergarten.org.au**

Service Director/Nominated Supervisor/Educational Leader: **Kris Greene**

Service Philosophy

Mission Statement

Our mission is to provide a high-quality educational program putting children's learning and well-being at the core comprising of three inter-related elements: Principles, Practice and Early Years Learning Outcomes.

We value all children as unique individuals and promote and demonstrate equity and diversity across all aspects of our program and service delivery continuing to develop and customise the program each year to meet the needs of all children attending our Kindergarten.

Philosophy

We believe in acknowledging the Indigenous people as the first people of this country. We acknowledge the local Wangal Clan who are one of the 29 clans of the Eora Nation and all Aboriginal and Torres Strait Islander people in the community. We will actively teach the children the important role of indigenous people both past and present and their connection to country, through stories, songs, visuals and incursions. We will welcome and engage in collaborative partnerships with Aboriginal people and organisations.

We believe each child has the right to be an individual and feel important and we will ensure that all children have positive social contact to enable them to build rewarding relationships and connections in a **'belonging'** environment.

We believe that by valuing, celebrating and honouring diversity and creating an environment of acceptance of each person and their family's values, culture, beliefs, abilities and language, will benefit everyone.

We believe that play is essential in the lives of young children. We believe play values the ideal of **'being'** and recognises the importance of early childhood. We believe play should be fun, exciting, spontaneous, hands-on, stimulating, relaxing, comforting and challenging. We believe it is important to provide opportunities for children to experiment, discover, explore, create, investigate, practice theories, solve problems and express ideas with the support of other children and educators in an indoor-outdoor setting. We believe in celebrating children's play through reflection and meaningful discussion, documentation and for all children to have the opportunity to share their work and ideas with their peers.

We believe in promoting the growth of knowledge, skills and values regarding the environment and sustainable practices with children, families and the wider community through our curriculum and everyday principles and practices, so individuals become empowered to make lasting and meaningful change.

We believe each child is capable and resourceful and we will encourage and support individual learning styles for all children to enable them **'becoming'** full and active members of society. We will provide long uninterrupted periods of time for play and facilitate small and large group times using principles and practices such as scaffolding, intentional teaching by trained educators, drawing on theory and building respectful partnerships. Our goal is for all children to develop positive learning dispositions and skills across all areas of the curriculum such as: physical, cognitive, language, emotional, social and creatively through drama and art and with a focus on the use of natural materials such as clay, water and sand.

We believe in supporting and developing a partnership with families to share the nurturing and education of their children. We encourage each family to participate in the pre-school community and support and welcome their interest and involvement.

We believe our community are the children, their families, the educators and all the people and services the pre-school has made connections with since our establishment by Rev. Sam Lee's in 1973. Our special relationship with St Andrew's Anglican Church is reflected on our management committee, through the teaching of Christian values at bible time and through the spiritual support available to families by the proximity and availability of the Church, the Minister and its members in our environment.

Our Vision

Our vision is to continue the dream of the founding members of St Andrew's Kindergarten to create a pre-school that nurtures and values children and brings families and the community together.

January 2019

Our Pre-school

The Preschool History – Building successful partnerships since 1973

St Andrew's Kindergarten was established in 1973 by Rev. Sam Lees and his wife Anne was the first Director of the Pre-School. The Pre-School was established as a not for profit incorporated association which leases the premises from the church with an original vision of creating a Pre-School that nurtures and values children and brings families and the community together.

This vision has remained to present day where we now see generations of local families bringing their children back to St Andrew's Kindergarten. The community connection is also reflected by the continuing relationship with St Andrew's Church with their volunteer representation on and their commitment to the Pre-School management committee.

Many people say that St Andrew's Kindergarten is a special place and it is. It is special because of the value that families place on excellent Pre-School education, its environment and its connections with the community.

Operation

St Andrew's Kindergarten is a community not for profit organisation and is licensed for 35 children per day (3 to 5 year olds) by the Department of Education and Communities. We have a Monday, Tuesday, Wednesday group and a Thursday/Friday group totalling 70 children across the week.

The Pre-School is licenced to operate from 9am to 3pm, Monday to Friday and follow the NSW Department of Education (DET) school calendar. We are closed on all NSW Dept of Ed. gazetted school holidays.

As a community not for profit organisation, the preschool is funded by fees paid by families and an operational subsidy received from the NSW Department of Education and Communities for children in their year before school. Fundraising also is used to subsidise the need for resources and special programs at our service. The Management Committee and educators are proud to provide very high quality early childhood education which is accessible to all children and their families in the community.

Management

Who runs St Andrew's Kindergarten?

Our Director is responsible for the day-to-day operational running of the Kindergarten. However, the overall management and strategy is the responsibility of the Management Committee. The Management Committee is made up of 5 representatives from St Andrew's Church and 4 parent (or guardian) representatives.

What does the Management Committee do?

The committee meets once per month, and looks after issues a varied as:

- Community and church engagement
- Staffing and salary cost management
- Educational policy approval
- Financial planning and fiscal responsibilities such as P&L management and audit
- HR and legal matters
- Marketing and promotion

In many ways it has more in common with running a small business than operating a voluntary community group.

What sort of people do you need on the committee?

Being on the management committee is very rewarding. It can also be hard work. Whilst we are always looking for enthusiastic and passionate contributors, if you have professional experience in HR, business planning, small business or corporate finance, education, facilities management, marketing / communications or OH&S your skills would be well utilized. We rely on this type of expertise from our parent members to ensure the success and security of our preschool.

I am interested in being on the committee – who should I contact?

If you would like more information, please contact the Director at your earliest convenience.

Is it fun being on the management committee?

Yes! We have a cohesive management team across both the Church and parents. Working alongside other dedicated volunteers is very rewarding, and everyone supports one another and enjoys working together.

The service has a comprehensive book of policies that guide the provision of education and care at St Andrew's.

Enrolment Information

Prior to commencing at our Service, you will be required to complete all enrolment documentation and pay the bond.

Please understand that it is essential we have up-to-date information in case of an emergency. It is important that you notify the Administrator of any changes to enrolment information including:

- Address
- Health
- Telephone/mobile numbers
- Contact details
- Family changes
- Emergency contact information details etc.

It is essential that we have copies of your child's birth certificate and immunisation status. We are also required to have certified copies of any court orders relating to the child.

The National Quality Framework

Since the beginning of 2012 the majority of education and care services in NSW operate under the National Quality Framework, a national legislative framework that consists of the Education and Care Services National Law and the Education and Care Services National Regulations. Under this legislative framework, services are approved, assessed and rated against the National Quality Standard by the NSW Department of Education and Communities (DEC), the NSW regulatory authority. The Australian Children's Education and Care Quality Authority (ACECQA) is an independent statutory authority. ACECQA is responsible for guiding the implementation of the National Quality Framework for Early Childhood Education and Care at the national level and for ensuring consistency in its delivery.

Through the National Quality Framework, the National Quality Standard (NQS) sets the benchmark that defines quality education and care service provision for all early childhood services nationally.

The NQS defines seven key quality areas of service provision that impact children's outcomes, and aims to give services and families a better understanding of what factors combine to make a quality service. This should enable families to make informed decisions about the services providing education and care to their child and give services a clear understanding of the standard they should be aiming for in all aspects of operation and management. The NQS comprises quality areas, standards and elements. The seven quality areas are:

Quality Area 1 – *Educational program & practice*

Quality Area 2 - *Children's Health and Safety*

Quality Area 3 - *Physical Environment*

Quality Area 4 - *Staffing arrangements*

Quality Area 5 - *Relationships with children*

Quality Area 6 - *Collaborative partnerships with families and communities.*

Quality Area 7 - *Leaderships and service management*

Our Program

Our program is for 3 to 5 year olds based on the Early Years Learning Framework (EYLF) which is a nationwide curriculum for Early Childhood education.

Fundamental to EYLF is a view of children's lives are characterised by *belonging, being* and *becoming*.

From before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

Elements of the Framework

The Framework puts children's learning at the core and comprises three inter-related elements: **Principles, Practice** and **Learning Outcomes**.

All three elements are fundamental to early childhood pedagogy and curriculum decision-making. Our Curriculum encompasses all the interactions, experiences, routines and events, planned and unplanned, that occurs in our environment which is designed to foster children's learning and development.

The Framework supports a model of curriculum decision-making as an ongoing cycle. This involves educators drawing on their professional knowledge, including their in-depth knowledge of each child. Working in partnership with families, educators will use the Learning Outcomes to guide their planning for children's learning. In order to engage children actively in learning, educators identify children's strengths and interests, choose appropriate teaching strategies and design the learning environment. Written lesson plans, child portfolios, scaffolding and extending children's interest during free play underpin our practice. Documenting children's experiences critically thinking about what is achievable and why. We believe the most authentic learning takes place with deeper engagement for children of this age and stage of development, we ensure long periods of play with responsive educators to scaffold, extend and build relations with all children.



The 5 learning outcomes that staff work consistently on with all children are:

1. Children have a strong sense of identity.
2. Children are connected with and contribute to their world.
3. Children have a strong sense of wellbeing.
4. Children are confident and involved learners
5. Children are effective communicators.

Partnerships

As a community based not for profit preschool, we welcome, appreciate and depend on your involvement. We value the family and the community as partners in your child's education and hope you and extended family will become involved in your child's preschool experience.

Families can do this by taking an interest in what happens at preschool; talking to your child about their day; reading notes and newsletters; spending time at preschool to play and interact with your child and their friends; completing surveys; attending parent talks; caring for our place; joining the management committee; participating in fund raising and special events; attending meetings; making suggestions; joining in social events; reading your child's portfolio; lobbying politicians and telling others about the wonderful things that are happening at St Andrew's Kindergarten. You and your family are a very important part of a community based preschool and you have a very important role to fulfil at St Andrew's. We value and welcome your support.

St Andrew's Kindergarten

Staff



Kris Green – Director
Educational Leader
Early Childhood Teacher



Sue Nicholl
Early Childhood Teacher



Kay Penhall
Early Childhood Teacher



Leah Bessen
Early Childhood Teacher



Adele Dorn
Diploma Educator



Linda Henderson
Diploma Educator



Lorrae Hall
Administration



Paula Almeida
Certificate III Educator



Amie Oakey
Certificate III Educator



Julie O'Grady
Support

Flow of the Day

Being, Belonging, Becoming

Morning Session:

9.00 am

Welcome to the day.

Our indoor and outdoor environments are set up (weather permitting) for play based learning allowing free access to both areas. Educators support all children to engage in learning and play, individually or in small groups that:

- Allows for the expression of personality and uniqueness
- Enhances dispositions such as curiosity and creativity
- Enables children to make connections between prior experiences and new learning
- Assists children to develop relationships and concepts
- Stimulates a sense of wellbeing

Morning Tea:

A time for children to develop self-help skills, be aware of healthy eating, hygiene and to engage in social interactions in a progressive routine. Meal times and other times also provide an opportunity to discuss and explore the rich and diverse home cultures within the service.

Mid Session:

Children continue playing and learning in both areas. Educators interact with children in small groups and individually and draw on a rich repertoire of pedagogical practices to promote children's learning by: adopting holistic practices, being responsive to children, planning and implementing learning through play, intentional teaching, creating physical and social learning environments that have a positive impact on children's learning, valuing the social contexts of children and their families, providing for continuity in experiences and enabling children to have a successful transition and assessing and monitoring children's learning to inform provision and to support children in achieving learning outcomes.

Group time:

Group time just before lunch is a time for children and educators to gather and to discuss the morning's experiences. This time is used for children to actively construct their own understandings and contribute to others' learning. Numeracy and Literacy will also be a focus at this time including transition to lunch for either the big group or a split group.

Lunch:

A time for children to develop self-help skills, be aware of healthy eating, hygiene and to engage in social interactions.

Group time/Quiet time:

A time for children to reflect, relax and allow bodies and minds to unwind. This time is used to promote children's independence, literacy skills, personal wellbeing and social competence.

Afternoon Session:

Children continue playing and learning in both areas. As Parents arrive, Educators will seek to share insights and perspectives with families and engage in shared decision making about their child.

3.00 pm Home

Please note: Mealtimes and session times remain flexible during each day according to the needs of the different groups of children and allowing for a free flowing program.

SCHOOL READINESS

The education system sets an age when your child should start school; this varies slightly between systems and states across Australia.

If you are concerned about whether your child is ready to start school, then it is important to get advice that can support you in making this decision. You can talk to us at St Andrew's, the primary school teachers, and other health professionals who can assist in assessing your child's development and readiness for school.

What to Bring

Please ensure all items are clearly labelled for your child and staff to identify.

- Back pack (with your child's name clearly marked on it)
- morning tea & drink (water only & packed separately to lunch and with your child's name)
- lunch & drink (water only and your child's name clearly marked on it)
- a change of clothes (according to season), with your child's name clearly marked on it
- Your child's **Hat** (with your child's name clearly marked on it)
- Pillow Case (with your child's name clearly marked on it)

Our Commitment to Education for Sustainability and Reconciliation

St Andrew's Kindergarten has a very strong commitment to education for sustainability, the environment and acknowledgement of Australia's first people. The aim of this education is to promote a sense of responsibility, respect, empowerment, active participation, enquiry and social change to make a positive difference to the world we live in. Not just now but also for future generations. Within our curriculum, education for sustainability focuses on **biodiversity** - nature connections, gardens and animals; environmental **health** - eliminating chemicals and pesticides; slow **food** – growing our own food, respecting the natural rhythms of seasons and food traditions; resources – responsible use of water and energy, waste minimization and the connections that Aboriginal and Torres Strait Islander people have with our shared land.

We believe, early childhood is a great time to involve children in education for sustainability and to develop lifelong practices and knowledge to ensure the respect and protection of each other and our planet and at our Pre-School the children are actively involved in sustainable practices every day. Education for sustainability has strengthened our relationships with the children, families and community. We invite your family to become a part of this.

Policies

A full set of policies and procedures for the day to day running and long term operation of the Pre-School are available to parents at all times. Policies can be e-mailed to parents on request or are available in hardcopy at the Pre- School for your reference. Policies, including our Mission Statement/Philosophy are reviewed regularly in consultation with the Committee and Parents. Policies are reviewed in September each year, your input to this process is always welcome.

Following is a condensed version of some policies most relevant to you on enrolment.

Arrival & Departure & Hours of Attendance

St. Andrew's Kindergarten operates from 9.00am to 3.00pm, Monday to Friday. Children and families are welcome from 9.00am and it is encouraged that children arrive by 9.30am at the latest to enable participation in the morning session. Parents are required to sign their child in and out on the attendance sheet in the foyer. It is essential to sign in every morning as these sign-in sheets will be used for emergency evacuations. If your child is going to be absent, parents are required to contact the Kindergarten to inform staff. A diary is also available at the sign in desk to record known absences.

The Kindergarten closes at 3.00pm sharp. In accordance with National Regulations and licensing, we are not permitted to have children in the service after 3:00pm.

It is understood that emergencies occur and such circumstances will be dealt with accordingly. Parents should be aware that if a child is continually picked up late, a late fee will be charged.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of the Service closing, then we will contact Department of Education and Communities and the Police to take responsibility of your child.

Children will be permitted to leave with either parent, unless the service holds a copy of a Custody Order restricting access to the child. A minor (under 16 years) may not by law, bring a child to Kindergarten or pick him/her up in the afternoon, unless accompanied by an adult. If somebody other than the normal caregiver collects a child in the afternoon, educators must be notified beforehand. A child will not be allowed to leave with an unauthorised person under any circumstances.

Parents should draw attention to their arrival in the morning by speaking with one of the members of staff and by signing the Arrival/Departure sheet. Children must not be left in the playground. She/he must be brought into the Kindergarten room and his/her arrival be acknowledged by a staff member. Parents and Carers need to ensure that all gates be securely closed each time somebody enters or leaves the grounds.

Positive Guidance

The aim of our policy regarding positive guidance of behaviour is to encourage children to cooperate, to enhance their self-esteem and encourage their ability to interact in a positive manner with peers and adults and for all staff to guide children in acceptable ways to behave.

Positive guidance of behaviour is the teaching in relation to what is a good thing to do and what is not, what is safe, what pleases other people and what angers and hurts other people. Positive guidance should help children understand the difference between what acceptable behaviour is and what is not. When a child is re-directed, stopped or reprimanded the reason for this action will be explained to the child. This will assist the child to make judgements about what he/she can and cannot do.

Our Pre-School's aim, therefore, is to foster positive guidance of behaviour and behaviour based on control of self and understanding, and appreciation of other people's needs, rights and feelings.

We are always mindful however that when guiding children, we are conscious of the child's developmental stage.

We believe that self-discipline can only be achieved if the children are aware of the limits within the Pre-School and to this end discussions regarding limits occur frequently throughout the day.

Fees

Funding for the operation of the Kindergarten comes from three sources-:

- a. Fees
- b. Government subsidy
- c. Fund Raising activities

Fees for 2019 = \$51.00 per day

Fees for 2020 = To be confirmed

(if applicable \$318.00 "3 year old levy" per term)

Fundraising Levy= \$ 25.00 per term. (This is added to your fee account)

St. Andrew's Kindergarten, Abbotsford Inc. is a not for profit organisation, i.e. we only charge what it costs to run the Kindergarten efficiently. Notification will be given about fees and any increases that are to occur.

Fees are payable by term or ½ terms.

Fees must be paid on or before the first day of each term or half term.

Fees cannot be in arrears. Non-payment of fees will result in the child losing his/her place at kindergarten.

When a child is absent for public holidays, illness/holidays during term time, fees are still payable.

Please note we are a registered child care facility. You may also be eligible to claim through your Tax Payment Part B.

Fee Relief

Eligibility to apply for fee relief:

- All parents or carers of children enrolled in the Kindergarten are entitled to apply for fee relief.
- We have a two tiered structure of fee relief in line with Community Services guidelines that families can apply for a reduction in fees.
 1. Families that hold a Health Care Card from Centrelink.
 2. Families of Aboriginal and Torres Straight Island descent.
- Parents will be required to provide the Pre-School with the relevant documentation to be kept on file.
- Families that qualify for both levels will be given the greater reduction in fees.
- Applications can be made by parents at any time throughout the year.

Public Holidays & Sick Days

The Kindergarten will be closed on all Public holidays. Families are required to pay fees if their child normally attends on the day on which the public holiday falls, as service costs continue to be incurred on these days also if a child is sick or away on their normal day at Pre-School fees will still apply.

Termination of Enrolment

A minimum of two weeks' notice is required for termination of enrolment. This is to enable a replacement to be found in the Kindergarten.

In the last four weeks before the Christmas holidays notice will not be accepted and full fees are payable until the date of closure of the Pre-School.

Your bond will be forfeited if notice is not given.

Communication

Everybody has a different communication style and time for communication. We understand that mornings and afternoons can be a little rushed, and not the best time to discuss your child's day.

We have many types of communication we use for families, which include:

- ✓ Newsletter
- ✓ Emails
- ✓ Face to face
- ✓ Mid-year interviews

Children's Safety

- Never leave children unattended in cars while collecting children from the Service.
- Always hold children's hands when arriving and leaving the Service.
- Never leave a door or gate open.
- Never leave your children unattended in a room.
- Children are not permitted into the kitchen area.

Nutrition

Our Goals in this area are to:

- role model healthy eating and activity throughout the day to all children and families;
- promote the six key *Munch and Move* messages to promote healthy, active habits in children from a young age;
- support families in educating their children about healthy food choices.

PLEASE BE AWARE THAT TO PROTECT ALL CHILDREN AT OUR PRE-SCHOOL, WE HAVE A NUT FREE POLICY WITH ALL FOODS

Birthday Celebrations

Parents are welcome to bring treats for their child to share on their birthday, eg small cupcakes, chocolate crackles or jelly cups. Please no lollies, chocolates (eg lolly bags).

Please advise staff if you do not wish your child to participate in food sharing at Pre-School. If your child has an action plan signed by a general practitioner the staff are **unable** to give your child any food made outside of the preschool due to the possibility of cross contamination with a food allergen. Please bring in treats that can be stored specifically for your child and given at celebrations.

Immunisation (Important information)

Immunisation records for all children will be requested upon enrolment.

From 1 January 2018, children who are unvaccinated due to their parent's conscientious objection can no longer be enrolled in child care. The Public Health Act 2010 prevents NSW child care centres from enrolling children unless approved documentation is provided that indicates that the child:

- Is fully immunised for their age
- Has a medical reason not be vaccinated
- Is on a recognised catch up schedule

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).

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

As of 1 January 2018, the amendment prevents us from enrolling a child unless the mandatory documentation is received. Parents/guardians who fail to provide the required documents will not be permitted to enrol their child. If a child has commenced at St Andrew's and has not provided the preschool with the up to date documentation, the child will not be permitted to attend until documentation has been received.

Documents required:

- An Australian Childhood Immunisation Register (ACIR) Immunisation History Statement which shows that their child is up to date with their scheduled immunisations, or;
- An ACIR** Immunisation Exemption - Medical Contraindication Form (IMMU11) which has been certified by an immunisation provider, or;
- An ACIR** Immunisation History form on which the immunisation provider has certified that the child is on a recognised catch-up schedule.

**** These forms need to be signed by the doctor/immunisation provider and lodged with Medicare and a copy provided by the parent to the child care centre on enrolment.**

Families choosing not to immunise their child are to be aware that their child may be excluded from our service if there is a case of communicable disease within the Pre-School, based on the advice from the Public Health Unit.

Fees still apply.

Please see our Immunisation policy for more details.

Medical Conditions & Allergies

Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases these can be life threatening. Our service is committed to a planned approach to the management of medical conditions to ensure the safety and well-being of all children at this service. Our service is also committed to ensuring our educators and staff are equipped with the knowledge and skills to manage situations to ensure all children receive the highest level of care and to ensure their needs are considered at all times. Providing families with ongoing information about medical conditions and the management conditions is a key priority and procedures are in place to manage Medical Conditions at our service.

Full Medical Conditions Policy can be emailed to you on request.

Administration of Medication

In supporting the health and wellbeing of children the use of medications may be required by children at our service. Our first priority is that any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure continuing health for the child and for the child's safety and wellbeing. St Andrew's Kindergarten staff are not allowed to administer any "over the counter" or non-prescribed medicine, creams, ointments or drops. This includes any medication/creams from Naturopathic or Homoeopathic persons.

Please DO NOT leave medication/ointments/sunscreen/eye drops etc in your child's bag. All medication brought into preschool must be given to an educator.

Please see Administration of Medication Policy for more details.

Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding: Exclusion from the Service of a child suffering with the following diseases/ailments. Please inform staff if your child has any of the following so that we can let families and Health Department know if something is going around and avoid an epidemic. (Confidentiality is always maintained).

CONDITION	EXCLUSION
HAND, FOOT AND MOUTH DISEASE	Until all blisters have dried.
HIB	Exclude until medical certificate of recovery is received.
HEPATITIS A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
HERPES – COLD SORES	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
INFLUENZA AND FLU-LIKE ILLNESSES	Exclude until well.
MEASLES	Exclude for at least 4 days after onset of rash.
MENINGITIS (BACTERIAL)	Exclude until well.
MENINGOCOCCAL INFECTION	Exclude until adequate carrier eradication therapy has been completed.
MUMPS	Exclude for 9 days or until swelling goes down (whichever is sooner).
POLIOMYELITIS	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
RUBELLA (GERMAN MEASLES)	Exclude until fully recovered or for at least 4 days after the onset of rash.
SALMONELLA, SHIGELLA	Exclude until diarrhoea ceases.
STREPTOCOCCAL INFECTION (INCLUDING SCARLET FEVER)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
TUBERCULOSIS	Exclude until a medical certificate from an appropriate health authority is received.
WHOOPING COUGH	Exclude the child for 5 days after starting antibiotic treatment.
WORMS (INTESTINAL)	Exclude if diarrhoea present.

If your child is unimmunised according to our records, then they will be excluded until the threat has passed.

Diarrhoea and Vomiting (Gastroenteritis)

Gastroenteritis (gastro) is a very common illness in infants and children. It is usually caused by viruses that infect the bowel. Typically, gastro begins with vomiting. Children then develop frequent, watery diarrhoea. Often children may have stomach pain and fever with the diarrhoea. Some children may have a runny nose, or a sore throat. It tends to be more common during winter months. Gastro usually lasts for two to four days. It may take a week or so for the poos to become normal.

Exclusion Period

Children, educators and other staff with infectious diarrhoea and/or vomiting should be excluded until the diarrhoea/vomiting has stopped for at least 24 hours.

Temperatures

If a child presents with a temperature of 37 degrees Celsius or over, families will be notified and asked to collect them as soon as possible. If parents cannot be contacted, staff will check the child's Enrolment Form for permission to administer Panadol.

Complaints & Feedback

Our service values the **feedback** of educators, staff, families and the wider community in helping to create a service that meets regulation and the needs of enrolled children and their families. We encourage open communication through opportunities to respond and feedback on the program.

Positive feedback is always welcome. Feedback can be sent via email, letter, Facebook or in person.

A component of this feedback is the ability to put forward a **complaint** and have this managed appropriately with due consideration for accountability and quality improvement.

Sample process - Information for families

1. Families make a formal complaint about aspects of our service and no person will be disadvantaged in any way as a result of that complaint.
2. Complaints should be forwarded to:
 - Name of Service – St Andrew's Kindergarten
 - Name of Approved Provider – St Andrew's Kindergarten Management Committee
 - Name of Nominated Supervisor – Kris Greene
 - Address and Phone – 40 Bay Rd, Abbotsford. Ph. 97132775
3. Your complaint will be dealt with in the strictest confidentiality. Any educator or staff member involved in handling complaints will ensure that information is restricted only to those who genuinely need to be notified in order to deal with the complaint. If information specific to the complaint needs to be disclosed to others during its resolution, the complainant will be informed.
4. Your complaint will be documented by an educator or staff member, and placed on the complaints register. The complaint will then be forwarded on to the most appropriate person to investigate the complaint. This will include the Nominated Supervisor and the approved provider.
5. Actions to address the complaint will be determined. Once the outcomes or resolutions are agreed on, all persons involved in the original complaint will be notified and informed of any actions for improvement that will take place as a result of the complaint.
6. The Department of Education and Communities will be notified of any complaint made to the service alleging a breach of regulation within 24 hours of the complaint being made. **Please see the Complaints and feedback policy for more information.**

Sun & Clothing

Our service will follow best practice guidelines to protect children, family members, educators and staff from the damaging effects of sun exposure.

Family Participation & Communication

Our goals in this area is to welcome and facilitate family participation and open communication in our service by encouraging families to engage with their children's education and care. Families are invited to attend Parent Committee meetings, assist with projects and attend social gatherings. St Andrew's Kindergarten has an open door policy for all families.

Our service values the input of families, educators and the wider community to help create service that meets the needs of the children who attend the service. Our service encourages open communication through the enrolment and orientation process, policy review, feedback forms, the Parent Committee, the daily program, documentation, formal and informal meetings, emails and conversations.

Emergency & Evacuation

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all children, staff, families and visitors to the centre are paramount and as such, St Andrew's Kindergarten is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

Our service will:

- Conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy);
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development; and
- Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Communication and display of emergency and evacuation procedures

- Emergency evacuation procedures and floor plans are displayed in prominent positions near each exit and all staff and educators are aware of these. Please feel free to look at these plans and become familiar with the procedure.
- All staff are trained in the emergency evacuation procedures.
- Emergency evacuation procedure are practiced with the children each term. Families will be notified when this has occurred.
- Families will be informed about any changes to these procedures.
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Term Dates 2019

Saturday 26 th January – Australia Day – Monday 28 th is a Public Holiday		
TERM 1		
10 Weeks & 2 Days	M-W Group	Tuesday 29 th January to Wednesday 10 th April
11 Weeks	Th-F Group	Stagger start Thursday 31 st January to Friday 12 th April
Friday 19 th April – Good Friday – Public Holiday Saturday 20 th April – Easter Saturday Sunday 21 st April – Easter Sunday Monday 22 nd April – Easter Monday – Public Holiday Thursday 25 th April – ANZAC Day – Public Holiday		
TERM 2		
10 Weeks	M-W Group	Monday 29 th April to Wednesday 3 rd July
10 Weeks	Th-F Group	Thursday 2 nd May to Friday 5 th July
Monday 10 th June – Queen's Birthday – Public Holiday		
TERM 3		
10 Weeks	M-W Group	Monday 22 nd July to Wednesday 25 th September
10 Weeks	Th-F Group	Thursday 25 th July to Friday 27 th September
Monday 7 th October – Labour Day – Public Holiday		
TERM 4		
10 Weeks	M-W Group	Monday 14 th October to Wednesday 18 th December
10 Weeks	Th-F Group	Thursday 17 th October to Friday 20 th December
Wednesday 25 th December – Christmas Day		

Term Dates 2020

Sunday 26 th January – Australia Day --- Monday 27 th January – Public Holiday		
TERM 1		
10 Weeks & 2 Days	M-W Group	Tuesday 28 th January to Wednesday 8 th April
10 Weeks & 1 Day	Th-F Group Stagger start	Thursday 30 th Friday 31 st January to Thursday 9 th April
Friday 10 th April – Good Friday – Public Holiday Saturday 11 th April – Easter Saturday Sunday 12 th April – Easter Sunday Monday 13 th April – Easter Monday – Public Holiday Thursday 25 th April – ANZAC Day – Public Holiday		
TERM 2		
10 Weeks	M-W Group	Monday 27 th April to Wednesday 1 st July
10 Weeks	Th-F Group	Thursday 30 th May to Friday 3 rd July
Sunday 10 th June – Queen's Birthday – Public Holiday		
TERM 3		
10 Weeks	M-W Group	Monday 20 th July to Wednesday 23 rd September
10 Weeks	Th-F Group	Thursday 23 rd July to Friday 25 th September
Monday 5 th October – Labour Day – Public Holiday		
TERM 4		
10 Weeks	M-W Group	Monday 12 th October to Wednesday 16 th December
10 Weeks	Th-F Group	Thursday 15 th October to Friday 18 th December
Friday 25 th December – Christmas Day		

Privacy Collection Statement

This service is committed to maintaining all personal information provided by its children, families, staff, management, volunteers, students and community in accordance with our Privacy Policy and the Australian Privacy Principles.

Each family, staff, volunteers and student and committee member is provided with a privacy collection statement upon enrolment or commencement of employment.

This statement outlines the type of personal information collected by this service and how information is acquired, used and shared. We will not sell personal information to any third parties. See our full Privacy and Confidentiality policy for detailed information or contact us on (02) 97132775 or standkin@bigpond.net.au

What is personal information? How is it collected and why?

What information is collected?	How we collect information?	Why we collect this?
Medical information, health and Immunization.	<ul style="list-style-type: none"> ✓ Enrolment form ✓ Immunisation history statement ✓ Health care cards – Medicare and health fund information Accident, Illness and Injury forms 	To ensure the health and safety of every child and as a requirement under Family Assistance Law and the NSW Public Health Act 2010.
Contact details of family and emergency contact information.	<ul style="list-style-type: none"> ✓ Enrolment form ✓ Updated details form 	Required under the Education and Care Services Regulation.
Children's developmental Records.	<ul style="list-style-type: none"> ✓ Observations ✓ Assessment of children's learning ✓ Programming documents ✓ Communications with families 	Required under the Education and Care Services Regulation and to provide a high quality education and care service.
Family Assistance information	<ul style="list-style-type: none"> ✓ Enrolment form 	Required under the Family Assistance legislation and under employment legislation under Income Tax legislation.
Legal information	<ul style="list-style-type: none"> ✓ Enrolment form ✓ Court orders or AVOs 	Required under the Education and Care Services Regulation.

Personal information is information that personally identifies an individual, such as a name, residential or email address and includes information relevant to the enrolment process, credit card information, billing records, documentation of a child's learning and development, and recorded information regarding complaints.

Publicly available information, such as information on a public website profile is not considered personal information.

This service only collects personal information when individuals specifically and knowingly elect to provide this, such as when individuals enrol a child in the service, pay fees or subscriptions, and provide health or family information to support the inclusion of a child.

This service complies with the Payment Card Industry Data Security Standards (PCIDSS) when handling credit card transactions and securely stores all credit card information for Direct Debit or credit card payment/eftpos payments in accordance with the Fees policy.w2

Direct communications

This service uses individual's personal information to send information by post, email or telephone. Individuals are provided with an opportunity to elect not to receive such information upon enrolment or through written notification to the service.

If individuals do not wish to receive direct communications, contact our service directly on (02) 97132775 or standkin@bigpond.net.au

What happens with personal information?

This service will strive to let individuals know how any personal information will be used at the time of collection. Individuals will be asked if personal information can be used to establish contact with them regarding other aspects of organisational business. This service will not sell or trade individuals' personal information to other third parties.

This service collects and uses personal information generally to provide individuals with the information and the services they request, to provide appropriate and relevant information pertaining to the education and care of a child/ren, and to continue to improve service quality.

Where is personal information stored?

Personal information is stored in a safe and secure manner, using locked filing cabinets or a password protected database and computer. Information is backed up electronically and securely stored. Data will not be altered or destroyed except in extraordinary circumstances.

Hard copy information is stored at the service, which is secured to prevent entry by unauthorized people. Any personal information not actively being used may be archived, in accordance with regulatory requirements. Personal information will remain on the service database indefinitely until personally advised by a customer that information is to be removed, unless information has been archived or destroyed at an earlier date in accordance with privacy law and regulatory requirements.

Access and updating personal information

Individuals may ask to access, update or delete personal information held about them at any time. Reasonable steps will be taken to verify an individual's identity before granting access, making any corrections to, or deleting information. If a customer wishes to make a complaint, please refer to the Complaints Policy. Individuals requiring access to, or wanting to update personal information, can contact the service on (02) 97132775 or standkin@bigpond.net.au