

# St Andrew's Kindergarten



## Parent Handbook

**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](mailto:standkin@bigpond.net.au)

Website: [www.standrewskindergarten.org.au](http://www.standrewskindergarten.org.au)

Service Director: Sue Nicholl

Nominated Supervisor: Sue Nicholl

Educational Leader: Leah Bessen

# Service Philosophy

## 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.

## 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.

January 2020

## 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 8:30am to 4:00pm, Monday to Friday (children must be picked up by 3:50pm as the preschool closes promptly at 4:00pm). The preschool follows the NSW Department of Education (DET) school calendar, there are 4 terms each year. We are closed on all NSW Dept of Ed. gazetted school holidays.

As a community not for profit organisation, the preschool is funded by the NSW government- Start Strong Funding - Research shows that children who participate in a quality early childhood education program for at least 600 hours in the year before school are more likely to arrive at school equipped with the social, cognitive and emotional skills they need to engage in learning.

The benefits endure well beyond primary school. Higher levels of educational attainment, economic participation and family well being have all been linked to moderate levels of participation in early childhood education.

## Fees

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

- a. Fees
- b. Government Funding
- c. Family voluntary contributions

## Fees for 2024

Fees for 2024 are \$56 per day.

- 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 for Low Income and Indigenous Families:

*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.
- Please see Priority of Access guidelines below.

## 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 every eight weeks, 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.

AGM- The Annual General meeting is held in March of each year.

## 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 fundraising 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.

## Enrolment Information

Prior to commencing at our Service, you will be required to complete all enrolment forms and provide all relevant documentation.

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. It is also essential we have all Authorised Nominees' information (see Enrolment form, page 3).

### Priority of access – Start Strong funding

Services are required to give equal priority of access to:

- children who are at least 4 years old on or before the 31 July in that preschool year and not enrolled or registered at a school
- children who are at least 3 years old on or before 31 July in that preschool year and from low income and/or Aboriginal families
- children with English language needs
- children with disability and/or additional needs
- children who are at risk of significant harm (from a child protection perspective).

There is no order of priority assigned to the list of points above. Priority must be given to the groups outlined above before any other groups, including non-equity 3-year-olds.

### Children enrolled at multiple Services

To be consistent with the prioritisation of enrolments under Start Strong guidelines, parents/legal guardians are asked to disclose if their child is accessing more than one community based preschool services.

Please see the Director for clarification.

## The National Quality Framework

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. 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 and Documentation

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.

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*.

## 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 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.

To assess children's development and learning we use a variety of assessment tools....

- Early Years Learning Framework
- Primary Educator focus
- Daily observations
- Photos
- All About ME form
- Daily Snapshots
- Individual Portfolios
- Family Feedback/Discussion form
- Small Group time Summaries
- Weekly indoor and Outdoor program
- Transition to School Statements

---

## Daily Routine

---

- 8:30am – 9:00am – Children's arrival – Indoor program
- 10:15am – Morning greeting circle
- 10:30am – Morning tea
- 11:00am – 12:50pm – Indoor & Outdoor program
- 1:00pm – Small group times
- 1:30pm – Lunch
- 2:00pm - Relaxation, yoga
- 2:30pm-3:30pm – Afternoon program (group time and table activities)
- 3:30pm-4:00pm – School Readiness program & puzzles

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.

---

## What to Bring

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

- Backpack - big enough to hold morning tea and lunch containers (with your child's name clearly marked on the outside)
- morning tea (packed separately to lunch and with your child's name clearly marked)
- lunch (packed separately to morning tea and with your child's name clearly marked)
- Water bottle (water only and your child's name clearly marked)
- 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)

## Sun safety & Clothing

To assist educators to implement our Sun safety policy we ask that:

- sunscreen is applied to your child before they arrive
- staff will provide sunscreen throughout the day; we encourage children to become independent to learn to care for their skin and apply sunscreen

- if your child has any skin sensitivities and require their own sunscreen, please inform staff
- hats must be worn, labelled with their name.
- children wear sun appropriate clothing, i.e. no exposed shoulders.
- children are dressed in clothing appropriate for messy play and shoes to support physical activities
- spare change of clothing in their bags, appropriate for summer or winter.

## Birthday Celebrations

Children are celebrated on their birthday at Kindy by having the option of wearing the birthday hat and the group singing the Happy Birthday song. Due to children having food allergies, we ask that food is not brought in to share.

## Nutrition

Our goal is to role model healthy eating and activity to all children and families by promoting the six key Munch & Move messages. See link - <https://healthykids.nsw.gov.au/>  
Children are to bring their own food from home to preschool.

- Water bottle – ensure your child can open and close by themselves
- Morning Tea- fruit, cheese, yoghurt, biscuits
- Lunch – sandwich, veggies, wraps, crackers, dips, pasta, rice. (A staff member can warm your child's food in our microwave, if required.)

Children's morning tea is stored in our cooler esky and lunch in our fridge.

To align with our sustainability practices, we ask that children's food is placed in reusable containers to reduce the use of throw away plastics.

## Toileting

At St Andrew's Kindergarten, we do not have nappy changing facilities, therefore children need to be at a stage and age to be independent with their toileting. Educators will encourage and positively guide children through the toileting process.

## Children's Safety

It is up to all of us, educators, parents and the wider community to keep children safe:

- Never leave children unattended in cars while collecting children from the Service (please call in advance and we will organise a staff member to "take in" or "bring out" your child)
- 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.
- Child Protection – all educators are mandatory reporters, if an educator suspects that a child is at risk of significant harm, they must report their concerns to the Child Protection Helpline by calling 132 111.

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



# 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.

## Arrival & Departure & Hours of Attendance

The preschool is open Monday to Friday from 8:30am to 4:00pm with pick up by 3:50pm.



- Parents are asked to ensure that children do not arrive at preschool prior to 8:30am nor remain after 4:00pm. Staff are not rostered for playground duties outside of these times.
- Pickup is 3:50pm - Parents should be aware that if a child is continually picked up late, their position at St Andrew's may be forfeited.
- 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, the kindergarten must be notified beforehand. By phone call, email or completing the authority to collect form. Staff will then check the person's ID on arrival. A child will not be allowed to leave with an unauthorised person under any circumstances.
- Parents are required to sign their child in and out on the attendance sheet in the foyer.
- 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.
- 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.
- Our enrolled children and/or their siblings must not be left in the playground.

## Afternoon Pick Ups

If your child is being collected by a family member, grandparent, aunty, uncle or family friend, please:

- Inform a staff member, preferably the Educator on "Desk" duty in the morning
- Send an email ([standkin@bigpond.net.au](mailto:standkin@bigpond.net.au)) or call Lorrae – in the office (9713 2775)
- Inform the person collecting that they will need to show ID (driver's licence) when they pick up your child
- Ensure they are a nominated person on your child's enrolment form

Thank you, your child's safety is our priority and following our regulatory requirements.

## Settling Your Child into Preschool

We understand that starting Preschool can be an anxious experience for both family members and children and quite often it is the first experience of extended separation. Developing trusting relationships with educators and familiarising yourself and your child with the preschool routine, environment and procedures will help alleviate some of these anxieties.

To assist with the settling process, we recommend the following:

- Read with your child the 'St Andrew's Children's Handbook'
- Walk or drive past the Kindergarten grounds, eg. "Look that's where you will be able to play soon"
- Before your child's start date, practice your morning routine eg. getting up on time and packing their bag
- On your child's first day, show them you are excited, talk positively, explain what will happen eg. "We will say hello, unpack, we will play at an activity and then I will go".
- Always say goodbye (don't sneak out) and tell your child when you will return.
- You are welcome to call or email through the day to check how your child is settling.
- If this process is difficult, please speak to an Educator

## 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 four 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.

## Family Participation and Communication

We 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 the Annual General Meeting, assist with projects and attend social gatherings. St Andrew's Kindergarten has an open-door policy for all families.

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.

Our service encourages open communication through:

- ✓ enrolment and orientation process,
- ✓ policy review,
- ✓ feedback forms,
- ✓ newsletters
- ✓ the Parent Committee,
- ✓ Social events
- ✓ the daily program,
- ✓ documentation,
- ✓ formal and informal meetings,
- ✓ emails and conversations,
- ✓ parent/teacher interviews.

## 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 a 3-year cycle or when there are changes to regulations or recommended authority information, your input to this process is always welcome.

## Immunisation

From 1 January 2018, only children who are fully immunised for their age OR have a medical reason not to be immunised OR are on a catch-up schedule can be enrolled in childcare. Children who have not been immunised due to their parent's vaccine conscientious objection cannot be enrolled in childcare.

Immunisation records for all children will be requested upon enrolment.

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.

[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.

If your child has been diagnosed with any of the above, the following must be provided:

- a medical management plan, in consultation with your medical practitioner
- a risk minimisation plan, in consultation with centre director
- all relevant medication

Please note- at St Andrew's, we have an EpiPen and Asthma kit on-site in case of an emergency where they are needed or if a child is having their first asthma attack or anaphylactic reaction. This is only in an emergency and all staff have received first aid training in this. Please see the director if you have any further questions.

[Full Medical Conditions Policy can be emailed to you on request.](#)

## Administration of Medication

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.

- 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.
- Medication must be in its original container with your child's name and dosage instructions. This includes prescribed by a doctor and over the counter medication.
- Families must complete the medication record/form
- If medicines such as paracetamol have been administered in the morning before attending the preschool, please tell an educator on arrival.

[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.*

## Cold/Flu

If your child presents, at preschool, with any cold or flu symptoms – runny nose, cough or high temperature, you will be called and asked to collect your child.

## 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 unwell with a temperature of 37.5 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.

## Behaviour Management-Positive Guidance

The aim of our policy regarding positive guidance of behaviour is to encourage children to co-operate, 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.

## SCHOOL READINESS

The NSW Department of Education states a children can begin compulsory Kindergarten at the beginning of the school year if they turn five on or before 31st July in that year. All children must be enrolled in school by the time they turn six.

At St Andrew's Kindergarten we have a holistic approach to school readiness, the whole years program is aimed at preparing your child for primary school. In term 3, teachers will complete a Transition to School Statement, that you can share with their new primary school at orientation.

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.

## 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 – Sue Nicholl
  - 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.

Complaints can also be made directly to:

NSW Early Childhood Education & Care Directorate

Email: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

Phone: 1800 619 113 (toll free)

## 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.

- 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.
- All staff have first aid training and are equipped to handle emergency first aid situations.

## Privacy Collection Statement & Confidentiality Guidelines

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](mailto:standkin@bigpond.net.au)

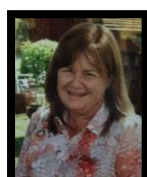
### What is personal information? How is it collected and why?

What information is collected?	How we collect information?	Why we collect this?
Medical information, health and Immunization.	<ul style="list-style-type: none"> <li>✓ Enrolment form</li> <li>✓ Immunisation history statement</li> <li>✓ Health care cards – Medicare and health fund information</li> <li>Accident, Illness and Injury forms</li> </ul>	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"> <li>✓ Enrolment form</li> <li>✓ Updated details form</li> </ul>	Required under the Education and Care Services Regulation.
Children's developmental Records.	<ul style="list-style-type: none"> <li>✓ Observations</li> <li>✓ Assessment of children's learning</li> <li>✓ Programming documents</li> <li>✓ Communications with families</li> </ul>	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"> <li>✓ Enrolment form</li> </ul>	Required under the Family Assistance legislation and under employment legislation under Income Tax legislation.
Legal information	<ul style="list-style-type: none"> <li>✓ Enrolment form</li> <li>✓ Court orders or AVOs</li> </ul>	Required under the Education and Care Services Regulation.

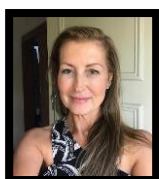
The kindergarten acknowledges and follows confidentiality guidelines as outlined by the Department of Education and Communities, The Australian Early Childhood Association (ACECA) Code of Ethics, and The Privacy Act. These guidelines are abided by in every procedure and practice.

2024 - TERM 1		
10 Weeks	M-W Group	<b>Stagger start</b> Tues 30 <sup>th</sup> Jan/ Wed 31 <sup>st</sup> Jan All children to commence Mon 5 <sup>th</sup> Feb to Wednesday 10 <sup>th</sup> April
	Th-F Group	<b>Stagger start</b> Thurs 1 <sup>st</sup> Feb/ Fri 2 <sup>nd</sup> Feb to Friday 12 <sup>th</sup> April
Friday 26 <sup>th</sup> January – Australia Day; Friday 29 <sup>th</sup> March – Good Friday; Saturday 30 <sup>th</sup> March – Easter Saturday; Sunday 31 <sup>st</sup> March – Easter Sunday; Monday 1 <sup>st</sup> April – Easter Monday		
2024 - TERM 2		
10 Weeks	M-W Group	Monday 29 <sup>th</sup> April to Wednesday 3 <sup>rd</sup> July
	Th-F Group	Thursday 2 <sup>nd</sup> May to Friday 5 <sup>th</sup> July
Thursday 25 <sup>th</sup> April – Anzac Day; Monday 10 <sup>th</sup> June – King's Birthday		
2024 - TERM 3		
10 Weeks	M-W Group	Monday 22 <sup>nd</sup> July to Wednesday 25 <sup>th</sup> September
	Th-F Group	Thursday 25 <sup>th</sup> July to Friday 27 <sup>th</sup> September
Monday 7 <sup>th</sup> October – Labour Day		
2024 - TERM 4		
11 Weeks	M-W Group	Monday 14 <sup>th</sup> October to Wednesday 18 <sup>th</sup> December
	Th-F Group	Thursday 17 <sup>th</sup> October to Friday 20 <sup>th</sup> December
Wednesday 25 <sup>th</sup> December – Christmas Day		

## St Andrew's Kindergarten STAFF



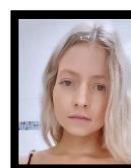
**Sue Nicholl**  
ECT/Acting Director (2023)  
Mon-Tues-Wed-Thurs



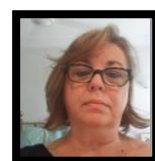
**Kay Penhall**  
ECT Thur-Fri



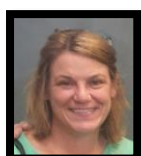
**Leah Bessen**  
ECT – EL  
Thur-Fri



**Olivia Penhall**  
ECT  
Mon, Tues, Wed



**Lorrae Hall**  
Administration  
Mon-Fri (1/2 day Fri)



**Adele Dorn**  
Diploma  
Mon, Tues, Wed



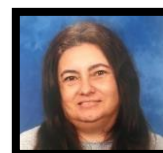
**Letitia Begbie**  
Diploma  
Mon-Fri



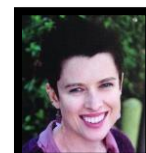
**Nisa Tripp**  
Diploma  
Wed, Thurs, Fri



**Paula Almeida**  
Certificate III  
Mon, Tue, Thurs, Fri



**Belinda Fernandes**  
Certificate III  
Mon-Fri



**Nicole Cother**  
Diploma  
Casual



**Vanessa Bagnato**  
ECT  
Maternity Leave