

# *Chelsea Kindergarten Association Incorporated*



## Information Handbook 2019

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**Email:** [chelse.kin@kindergarten.vic.gov.au](mailto:chelse.kin@kindergarten.vic.gov.au)



## Contents

|  |       |
|--|-------|
| <b>About Us</b>                                  | 3     |
| .....  |       |
| Our Philosophy.....                              | 3     |
| .....  |       |
| Our Staff.....                                   | 4     |
| .....  |       |
| Our Code of Conduct.....                         | 5     |
| .....  |       |
| Our Statement of Commitment to Child Safety..... | 5     |
| Reportable Conduct Scheme.....                   | 6     |
| Useful email contacts                            | 6     |
| .....  |       |
| ...  |       |
| <b>Operating Hours</b> .....                     | 7     |
| .....  |       |
| Timetable.....                                   | 7     |
| .....  |       |
| Term Dates 2019 / Public Holidays                | 8     |
| .....  |       |
| Student Free Days                                | 8     |
| .....  |       |
| ....   |       |
| Office Hours                                     | 8     |
| .....  |       |
| .....  |       |
| <b>Enrolment Process</b>                         | 9     |
| .....  |       |
| ...  |       |
| Three-Year Old Program                           | 9     |
| .....  |       |
| Four-Year Old Program                            | 10    |
| .....  |       |
| <b>Fees &amp; Charges</b>                        | 11-13 |
| .....  |       |
| .....  |       |

|  |       |
|--|-------|
| Arrivals & Departures (Drop Off / Pick Up)   | 13-14 |
| .....  |       |
| Attendance Book  | 14    |
| .....  |       |
| .....  |       |
| What to Bring to Kindergarten  | 15    |
| .....  |       |
| Birthdays and Celebrations   | 16    |
| .....  |       |
| Stay and Play  | 16    |
| .....  |       |
| .....  |       |
| Bush Kinder Program  | 17    |
| .....  |       |
| <b>Safety Procedures &amp; Policies – full list of policies</b>                      | 18    |
| .....  |       |
| Sun Protection   | 19    |
| .....  |       |
| .....  |       |
| Water Safety   | 20    |
| .....  |       |
| .....  |       |
| Evacuation Procedures  | 21    |
| .....  |       |
| Communication – including ClassDojo  | 21    |
| .....  |       |
| Complaints, Grievances and Concerns  | 22    |
| .....  |       |
| <b>Health and Wellbeing – including Immunisation, Asthma, Anaphylaxis, Head Lice</b> | 24-30 |
| .....  |       |
| <b>Attachments</b>   |       |
| Attachment 1 Fee Information   | 31-33 |
| .....  |       |
| Attachment 2 Statement of Fees and Charges (4-year old and 3-year old Program)       | 34-35 |
| .....  |       |
| Attachment 3 Fee Payment Agreement (4-year old and 3-year old Program)               | 36-37 |
| .....  |       |
| Attachment 4 Authorisation Form  | 38    |
| .....  |       |
| Attachment 5 General Consent Form  | 39    |
| .....  |       |

## About Us



Welcome to Chelsea Kindergarten! We are a non-profit community-based organization committed to providing high quality pre-school education and facilities for our children. We operated for 60 years from 71 Catherine Avenue Chelsea, and moved to our new purpose-built facility here at 36 Glenola Rd Chelsea in September 2017. Our kindergarten is managed by a volunteer parent committee. The committee is the approved provider and is responsible for the administration and operations of the kindergarten. Each year the committee is elected by parents at the Annual General Meeting.

## Our Philosophy

At Chelsea Kindergarten our mission is to provide an environment that is safe, inviting and stimulating for all children.

We welcome all kindergarten families to take part in our kindergarten program and believe that each child's kindergarten experience, and overall development, is enhanced by families and educators working together.

Our program is play-based and offers a variety of activities that are initiated by the children's emerging interests, as well as those that are connected with each child's community and world around them. Children are encouraged to make independent choices of where to play and with what materials. An inclusive approach that supports children of all abilities and cultures is reflected in our interactions with children and families and the programs we provide.

We offer children numerous music, art, construction, dramatic and imaginary play, sensory activities, and support children's emerging literacy and numeracy skills across the program in many ways. Educators become aware of each child's individual needs and learning abilities and provide a program that caters for them. Educators also offer a variety of teaching strategies to extend each child's self-esteem and confidence to allow them to develop to their fullest potential whilst in our care. We value the development of the whole child and support children's skills and development socially, emotionally, physically as well as learning and communication skills.



### Our objective is to:

- strengthen each child's ability to develop and share their own ideas and opinions
- encourage children to have respect for others and promote working as part of a team
- provide an inclusive environment that offers equal opportunity for all
- provide experiences that reflect a variety of cultures, particularly those of our kinder children

***Chelsea Kindergarten - where play is the work of early childhood.***

## Our Staff

The Centre employs qualified Early Childhood Teachers and Educators with a range of relevant qualifications and experience to provide an educational program, which meets the needs of all children and families using the kindergarten.

All our groups are run by a Certified Supervisor (Early Childhood Teacher) and an Educator. Our Teachers and Educators have extensive experience in early childhood development and have been with the kinder for a number of years. When required, relief educators are organised and managed by the Committee of Management. See our website for staff bios.



**Samantha Davies**  
4-year old Early Childhood Teacher  
(Blue Group)



**Melissa Goodall**  
4-year old Early Childhood Teacher  
(Red Group)



**Leura Vorbach**  
3-year old Early Childhood Teacher  
(Green & Yellow Grp)



**Maree Scott** (Blue & Red Group)  
Educator



**Samantha Payet** (Yellow & Red Group)  
Educator



**Jackie Leitch** (Green Group)  
Educator/Office Manager

### Our educators set aside time to:

- plan weekly programs
- prepare and purchase equipment and materials for use
- record children's progress, complete reports and home visits
- attend regional education meetings and professional development programs.

## Our Code of Conduct

| Chelsea Kinder is committed to:  | Parents/guardians are responsible for:  |
|--|---|
| <ul style="list-style-type: none"><li>•the wellbeing of each child</li><li>•maintaining a duty of care for all children at our service</li><li>•providing a safe and secure environment</li><li>•respecting the rights of each child</li><li>•providing an open and welcoming environment where all contributions are valued and respected</li><li>•encouraging parent/guardians, volunteers, students and community members to support and participate in the program and activities of the service</li></ul> | <ul style="list-style-type: none"><li>•reading the Code of Conduct Policy</li><li>•abiding by the law</li><li>•abiding by the standards of conduct, as set out in this policy, while at the service</li><li>•complying with all policies of the service</li></ul> |

\* Please read Chelsea Kindergarten's Code of Conduct Policy for more information.

## Statement of Commitment to Child Safety

- Chelsea Kindergarten is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.
- Chelsea Kindergarten has zero tolerance for child abuse.
- Chelsea Kindergarten is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.
- Every person involved in Chelsea Kindergarten has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

**In addition, Chelsea Kindergarten holds the following principles for child safety.**

In its planning, decision-making and operations Chelsea Kindergarten will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.

## Reportable Conduct Scheme



COMMISSION FOR CHILDREN AND YOUNG PEOPLE

Victoria has a Reportable Conduct Scheme to oversee allegations of child abuse and misconduct. We all have a responsibility to keep children safe from harm and abuse. Education and care services and children's services must notify the Commission for Children and Young People of allegations of reportable conduct from 1 January 2019. The Reportable Conduct Scheme helps to prevent people who pose a risk to children from continuing in child-related work. Full details of the Scheme can be found at <https://ccyp.vic.gov.au/>

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### Useful email contacts:

|                                |  |
|--------------------------------|--|
| Melissa Goodall – Red group    | Chelsea.kin.melissa@kindergarten.vic.gov.au    |
| Sam Davies – Blue group        | Chelsea.kin.sam@kindergarten.vic.gov.au        |
| Leura Vorbach – Yellow & Green | Chelsea.kin.leura@kindergarten.vic.gov.au      |
| President:                     | Chelsea.kin.president@kindergarten.vic.gov.au  |
| Treasurer:                     | Chelsea.kin.treasurer@kindergarten.vic.gov.au  |
| Enrolments:                    | Chelsea.kin.enrolments@kindergarten.vic.gov.au |
| Office admin:                  | Chelsea.kin.jackie@kindergarten.vic.gov.au     |



## Operating Hours

Our kindergarten is open five days a week during Victorian school terms and has at least one staff member at the kinder between 8.00 am and 4:00pm Monday to Friday. The Centre is closed on Public Holidays and certain times throughout the year such as professional development and state-wide orientation days. We follow the Victorian Department of Education & Training school term dates.



Currently we offer two classes for our three-year old kinder children, known as Green and Yellow Group, and two classes for our four-year old kinder children, known as Blue Group and Red Group.

Hours for each program:

- 3-year old groups      5 hours (Yellow group) or 6 hours (Green group) per week
- 4-year old groups      Red and Blue groups - 15 hours per week

## Timetable

| Monday                                | Tuesday                             | Wednesday  | Thursday                              | Friday                                |
|---------------------------------------|-------------------------------------|--|---------------------------------------|---------------------------------------|
| <b>Blue Group</b><br>8.30am – 2.30pm  | <b>Red Group</b><br>8.30am – 3.00pm | <b>Blue Group</b><br>8.30am – 2.30pm                           | <b>Blue Group</b><br>9.15am – 12.15pm |                                       |
| <b>Yellow Group</b><br>8.45am-11.15am |                                     | <b>Red Group</b><br>9.15am – 2.45pm                            | <b>Red Group</b><br>12.45pm – 3.45pm  | <b>Green Group</b><br>8.45am-11.45am  |
| <b>Green Group</b><br>12pm – 3.00pm   |                                     | Staff Meeting<br>2:30pm - 4:30pm<br>Alternates every fortnight |                                       | <b>Yellow Group</b><br>12.30pm-3.00pm |

Children are allocated to each group at the discretion of Chelsea Kindergarten. When allocating children to a particular group, we take into account factors including: development needs of children, working parents, gender ratios and age, past siblings in the same colour group, etc. If parents have particular work commitments or care arrangements which deem it necessary for their child to attend a particular group, every endeavor will be made to accommodate these requests, however places in particular groups *cannot be guaranteed* as the kindergarten has a large enrolment list.

## 2019 Term Dates

## 2019 Public Holidays (Kinder closed)

|  |   |  |
|--|---|--|
| <b>Term 1:</b> 29 January to 5 April<br>(students start Wednesday 30 <sup>th</sup> January – see note below re staggered timetable)<br><b>Term 2:</b> 23 April to 28 June<br><b>Term 3:</b> 15 July to 20 September<br><b>Term 4:</b> 7 October to 20 December (finish dates for each group will be advised) | Labour Day<br>Good Friday<br>Easter Monday<br>Anzac Day<br>Queen's Birthday<br>AFL Grand Final Eve<br>Melbourne Cup | Mon 11 March<br>Fri 19 April<br>Mon 22 April<br>Wed 25 April<br>Mon 10 June<br>TBA<br>Tue 5 November |
|--|---|--|

The kinder operates a staggered “getting to know you” timetable for the first 2-3 weeks of term. This enables the children to settle into the kinder in smaller groups and for slightly reduced hours. It also enables the teachers to spend one-on-one time with your child, getting to know them and their individual needs. The staggered timetable will be included in your AGM pack. Any queries don’t hesitate to ask your child’s teachers.

### Student Free Days

**There are no scheduled kindergarten sessions on the first session of term 1 and the last session of term 4 for each group. These days are allocated as staff set up and pack up days.**

In addition, there are two other student-free days during the year for staff to undertake professional development and training. Families will be advised well in advance of these dates so that they can make alternative arrangements on these days.

### Office Hours



The office will be open:

- Monday 8am – 11am
- Thursday 8.30am – 4pm
- Friday 12.30 – 3.30pm

Please don’t hesitate to speak to our Office Manager, Jackie Leitch, if you need any assistance.

## Enrolment Process

### Three-year old Program



We believe that three-year old children greatly benefit by starting kinder in our three-year old program. Research shows the importance of 2 years of quality pre-school education in the years prior to school. It is an opportunity for children to develop their social skills, confidence and communication skills.

#### Eligibility

- Children are eligible to enroll for the three-year old group providing they will **turn three years of age by 30 April in the year of commencement.**
- Children must have turned three before they are eligible to attend their first session.
- As no funding from the government is received for this program, parents/guardians must be able to pay full fees in advance. This allows us to cover the cost of wages, insurance, materials and amenities to run the program.
- Children who turn 3 between January and April of the year they are to attend are strongly recommended to discuss their options regarding commencing or delaying starting kinder.



#### How to apply

- Contact Chelsea Kindergarten to receive an application form. Complete the form and submit it (together with your child's Birth Certificate and Immunisation History Statement, available from the Australian Immunisation Register) to Chelsea Kindergarten.
- Applications may be processed on or after your child's 2<sup>nd</sup> birthday. Applications must be received by the end of Term 2 the year prior to your child attending. Applications received after this date will be dated in order of receipt.
- Applications prior to the end of Term 2 are allocated according to our Allocation of Places Policy.
- Preference is given to children who turn 3 years of age by the 1<sup>st</sup> January of the year of commencement.
- Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year old kindergarten program (for children who have not yet turned 3)
- Two places will be saved, at the discretion of the Committee and the teacher for the class, at the beginning of the year for parents who may choose to defer their child from the four-year old group into the three-year old group. If these positions are not filled by deferred children then they will go to the next child on the waiting list.

- Lodging an application does not guarantee enrolment.

## Four-year old Program



We provide a government funded kindergarten program that follows the National Quality Frameworks and is delivered by registered Early Childhood Educators and qualified assistants. Currently our service is not rated under the Quality Improvement and Assessment process and the national Quality Standards as we have relocated to new premises. Our previous rating of 'Meeting the National Quality Standards' was awarded at our former location.

Eligible children must have turned 4 years of age by April 30<sup>th</sup> of the year they are to attend (exemptions must be sought for children turning 4 after this date or children turning 6 in their kinder year).

Families of children with birth dates between January 1 and April 30 have a choice about whether their child will commence school in the year they turn five, or the following year. Educators are required by the Department of Education to discuss with families their child's readiness for starting kinder and school and to inform them of their choice as to when their child commences kindergarten and school.

The kindergarten curriculum is a play based curriculum that strongly values the importance of children's play in developing their social identity, communication skills, how they view themselves and the world around them and supports the way in which young children learn.

The curriculum follows the children's emerging interests, the teachers intentional teaching and knowledge of child development and the families and community's interests, beliefs and values. Literacy, numeracy, science, music, art, sensory play, are all promoted throughout the program.

An emphasis on outdoor and nature play provides children with strong connections to nature and the environment. Bush kinder excursions, sustainable practices, and kinder rabbits and birds are an important part of the children's kinder lives.

### Eligibility

- Children are eligible to be enrolled for a given year providing they will turn four years old by 30 April in that year.
- Priority of places in four-year old group will always be given to eligible children in accordance with our Human Services Funding Agreement and in line with the Department's *Priority for Allocating Places Policy*.

### How to apply

- Application forms can be obtained online from Kingston City Council's Website: <http://www.kingston.vic.gov.au/Services-and-Support/Family-Youth-and-Children/Kindergarten-Preschool>
- Complete the enrolment form and submit to the City of Kingston. At the time of applying, a non-refundable fee is required to be paid. There is no charge for Health Care/Pension Card Holders.
- For each child who gains a place, a letter of offer will be sent by Chelsea Kindergarten the year prior to the child starting kinder.

- Parents who wish to accept the placement must return the payment option form with a \$200 non-refundable membership fee (concession rate \$100) to secure the place by the date nominated on the letter of offer.

## Fees & Charges



|   |        |
|---|--------|
| ● 3-year Old Term Fees (5 hours per week – Yellow group): | \$370  |
| ● 3-year Old Term Fees (6 hours per week – Green group):  | \$450  |
| ● 4-year Old Term Fees:                                   | \$435  |
| ● Yearly Membership fee for each child in a program       | \$200* |

( \*\$100 for Concession Card holders)

## Payment of Fees

Term fee due dates for 2019 are listed below:

- Term 1: payable by 30/1/19
- Term 2: payable by 16/4/19
- Term 3: payable by 16/7/19
- Term 4: payable by 08/10/19

Fees are paid directly to Chelsea Kindergarten via the following methods:

- QKR! (pronounced 'quicker' by MasterCard), the secure and easy way from your smartphone (android and iPhone) at a time and place that suits you. There are no fees to use this.
- Direct Deposit - reference numbers **MUST** be included in the description field to identify your payment. Reference numbers can be found on your invoice.
- Cash – Cash payments will not be accepted at the Kindergarten. Deposits can be made at any Commonwealth Bank Branch. Please ask the teller to include your reference number and attach your deposit receipt to the remittance slip and return to the Kindergarten.



We also offer payment plans to families experiencing financial hardship. Families can email the Kindergarten Treasurer [chelsea.kin.treasurer@kindergarten.vic.gov.au](mailto:chelsea.kin.treasurer@kindergarten.vic.gov.au) to arrange a payment plan.

## Kindergarten Membership Fee

This payment secures a child's place at the service and is payable on acceptance of enrolment. The membership fee goes towards administration and building maintenance as well as the cost of running the kinder. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the full Membership Fee. Families experiencing hardship should also discuss any difficulties with the service.

## Concession Cards

If you have a current concession card, your child may be eligible for free or low cost kindergarten as part of the Victorian Government's continued commitment to early childhood education.

If you have one of the following concession cards, you are entitled to the Kindergarten Fee Subsidy:

- Health Care Card, Pensioner Concession Card or Department of Veterans' Affairs Gold Card
- Asylum Seeker Bridging Visa A–F
- Temporary Protection/Humanitarian Visa 447, 451, 785 or 786
- Refugee and Special Humanitarian Visa 200–217 Resolution of Status Visa, Class CD, Subclass 851
- Aboriginal or Torres Strait Islander
- Triplets or quadruplets attending kindergarten in the same year

**To receive discounted kindergarten fees please submit a photocopy of your concession card and return with fee agreement or produce at the kinder for sighting.**

## Overdue Fees

If fees are not paid by the due date, the following steps will be taken:

- An initial reminder letter will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.



The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector. If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.

**Chelsea Kindergarten reserves the right to suspend a child's access to kindergarten in the event of overdue fees.**

## Refunds

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and refundable bond, see 'other charges') will be provided. Fees may still apply for programs offering more than the required minimum hours per week. In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management). There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times

- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

### Late Collection of Children:

If a parent fails to pick up a child, 15 minutes after the conclusion of the session, kindergarten staff will contact the parents and/or guardians in the first instance and then those on the child's parent-authorised pick up list (from the enrolment form) to collect the child.

If the child has not been collected within 60 minutes of the conclusion of the session, and staff are unable to contact the parent or a person on the authorised pick up list, kindergarten staff will contact Child FIRST (Child and Family Information, Referral and Support Teams) or the local police and advise them of the situation. If this occurs, the child may be collected by a Community Services Representative and the parent will be required to liaise with Child FIRST to arrange to pick up their child.

### Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families). The late collection charge is \$20 for each 15 min block.

**Please read Chelsea Kindergarten's Fee Policy for more information.**

## Arrivals & Departures

### Drop-off

Please notify the teacher if your child is absent for more than one session e.g. illness or holidays.

- Please be prompt in arriving, as well as collecting your child from the Centre. Children tend to become unsettled if picked up late. You must alert educators if you are likely to be late collecting your child.
- If on arrival at kinder the air lock entry doors are locked, parents can be buzzed in by staff using the intercom located to the right of the entrance.
- **Children must not be dropped off or left alone outside the Centre before the morning or afternoon sessions.** Parents/caregivers need to remain with their child and escort them **into** the playroom when the session commences. The kindergarten door will not be open until the start of each session therefore parents / caregivers are responsible for children in the waiting area prior to commencement.
- Ensure the educator is aware that your child has arrived at the Kindergarten.
- Parents are encouraged to **assist their child in settling in** at kindergarten and are welcome to participate in the centre's activities.
- Younger or older children cannot be left at the Centre without a parent or guardian present.



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- The children need to stay on the mat until their parent/caregiver arrives and a member of staff calls their name to go home.

## Pick-up

- If someone other than a parent or caregiver is to collect your child from Kindergarten they must be a person authorised to do so on the child's enrolment form. As a courtesy please let Kindergarten staff know if an authorised person will be collecting your child and place their name in the attendance book.
- If an unauthorised person collects your child from kindergarten, the staff **must** be advised, preferably in writing (handwritten, emailed, faxed) or if necessary verbally over the phone. Staff will need to know the name, address and telephone number of the person that will be collecting your child. An authorisation form is included with this booklet and is also available from the Kindergarten.
- If providing a verbal authorisation, two educators must take your authorisation message. The verbal authorisation will be documented and stored with the child's enrolment record for follow-up. When parents are next at the service they must complete an authorisation form OR add details of the new authorised nominee to the child's enrolment form.
- The person will be asked to show photo identification to confirm their identity on arrival at the Kindergarten.
- The person dropping off or picking up children from kindergarten must be 16 years old and over.
- Educators and/or Committee of Management (Approved Provider) have the right to:
  - refuse to release a child where authorisation is not/cannot be provided by the parent/guardian or authorised nominee
  - contact police if the safety of the child or service staff is threatened
  - implement late collection procedures if required
- \* **Please read Chelsea Kindergarten's Delivery and Collection of Children Policy for more information.**

## Attendance Book

In accordance with the *Children's Services Regulations 1988* parents/caregivers or an authorised person is required to bring and collect their child from the building every kindergarten session. The attendance book must be completed every time your child enters and leaves their kindergarten session.

- The time of arrival and name/signature of who is bringing the child to kindergarten must be entered for verification purposes.
- This person must also state in **clear print the full name** of who's collecting the child at the end of the session in case he/she is late and needs to be contacted.
- The person's details must be at kindergarten as an authorised person to collect the child.
- The child must be signed out at the end of every session with the time of collection.
- It is a legal requirement the attendance book is completed promptly every session.



## What to Bring to Kindergarten

- A lunch box with a healthy snack for your child – **no nuts or nut related products (eg peanut butter, Nutella) please.** During our longer sessions in the 4 year old programmes, the children are required to bring a piece of fruit, a morning tea snack and a separate lunch. Please clearly label all drink bottles, snack and lunch boxes.



- A named kinder bag
- Full set of spare clothing in case your child gets wet or has an accident
- Your child's medication - asthma inhalers, anaphylaxis auto-injection devices, spacers etc. during all sessions. These must be provided to staff with an authorized Action Plan prior to enrolment and clearly named
- Prescription medication must be given to a staff member and the medication book completed with a staff member.
- Sunscreen should be applied prior to attending kindergarten sessions between the beginning of September and the end of April. Teachers will also have a supply and will assist your child to apply sunscreen on their skin.
- A coat for winter is necessary as we try to get outside as much as possible.
- Please ensure children wear enclosed shoes with good grip for climbing and playing outdoors – thongs are not suitable footwear.
- Provide a drink bottle filled with water or we have a drinking fountain outside.
- **Please name all items including coats, lunchboxes, drink bottles - as you can imagine it can be hard to keep track of items if they are not named.**



**Please ensure your child wears comfortable clothing.** Casual clothes at kinder allow the children to become involved in play and not to feel upset or worried about getting dirty. At kinder we often do messy activities and whilst we provide smocks, children will feel inhibited if dressed in clothes that are not allowed to get dirty. The kinder has spare clothing; however, children do prefer their own clothes. If your child borrows some kinder clothing, please wash these and return them as soon as possible, as our supplies are short.

### Hats

The kindergarten provides each child with their own wide brimmed style hat to wear for the year (kept at kinder). This style of hat covers neck, ears, temples, face and nose as outlined in the Sun Protection Policy.

#### Clothes NOT SUITABLE for kinder

- Thongs, Crocs and slippery soled shoes
- Long dresses
- Singlet tops or dresses with shoestring straps in summer
- Shoes with laces. Velcro is best.

## Bringing Toys to Kindergarten

Please ensure children do not bring toys, especially 'war toys' from home to kindergarten. The only exception is when specifically asked by the teacher to bring something appropriate the child can talk about at Show and Tell etc. There are a few very good reasons:

- The kindergarten sessions are programmed and personal toys can detract from the experiences set up for them to explore other ideas/equipment.
- Toys from home are often lost or broken at kindergarten, and children do become quite upset if this happens.

## Birthdays and Celebrations

- You are welcome to bring a treat for your child to celebrate their birthday. Ideas include bubbles, sealed/wrapped lollies, stationery, balloons. We cannot accept cakes due to allergies and risk of anaphylaxis. Please check with a staff member prior to bringing treats to kinder.
- **Parents of children with dietary requirements or food allergies are required to let staff know of their requirements. Staff will then take the steps to set up a management plan for the child.**
- When bringing 'a plate' for celebrations/break-ups please ensure the food is acceptable and not a high risk category food item, such as nuts of any kind.
- If parents do not want their children to participate then they will be asked to supply their own items which can be stored at the kindergarten and handed out when necessary.



## Stay and Play



- Parents are very welcome to attend kindergarten sessions for the full session or a period of time that suits them.
- We highly value the participation of parents in the program.
- A roster will be on display during the year if you wish to sign up and you are also welcome to attend at short notice.
- When on kindergarten duty, parents are reminded to follow our Confidentiality Policy and will work under the direct supervision of staff. A working with children check is not required as you are volunteering at an activity that your child is attending.
- Whilst at kinder, we encourage you to participate in experiences and activities with the children, provide help and support to children if required and assist staff at routines such as snack, lunch and packing away times.
- We may ask for help with some cleaning such as wiping down tables, sweeping or vacuuming.

## Bush Kinder Program (4-year old)

The Bush Kinder vision for the Chelsea Kinder community and beyond:

- A community with a closer connection with nature
- A healthier and more environmentally aware community
- A well connected and cohesive community
- A sense of belonging
- The children developing confidence as they explore their environment
- Creative, freedom, independent and resilient children



Chelsea Bush kinder will be a special part of the children's total preschool experience. They will have the opportunity to explore the bush land in the local area, taking care of the trees, wildlife and extending the children's awareness of the environment through play, exploring and learning. The children will discover things like playing in the rain, climbing trees, rolling down grassy mounds, balancing along fallen logs, get involved in dramatic play, drawing with sticks in the ground, jumping into puddles, collecting leaves, seed pods, bush flowers, making up new games and revisiting old games like hide and seek, exploring the wildlife like insects and birds. We also are continuing intentional teaching from bush kinder to beach environment and learning about beach life and exploring wildlife on the foreshore, rock pools, rubbish washed up on the shore, drift wood, nature, weather and the environment.

**The children do get dirty, muddy and sometimes wet!** Please ensure you send a complete set of spare clothes in your child's bag on Bush Kinder days (including socks and underwear). We recommend gumboots also and old clothes suitable for running and climbing – please no thongs/crocs.

We welcome parent helpers during these sessions. It is a lovely way to get to know your child's kinder group in a relaxed and fun environment. You are welcome to stay for the whole or part of the session. Volunteer sheet will be put next to the sign-in book a week or two before bush/beach kinder sessions.



## Safety Procedures & Policies

Chelsea Kindergarten Policies – these are all available on the website, or if you require a hard copy, please see Jackie in the office.



|  |  |
|--|--|
| ○ Acceptance and Refusal of Authorisations | ○ Fees                                     |
| ○ Administration of First Aid              | ○ Food Safety                              |
| ○ Administration of Medication             | ○ Governance and Management of the Service |
| ○ Anaphylaxis                              | ○ Hygiene                                  |
| ○ Asthma                                   | ○ Incident, Injury, Trauma and Illness     |
| ○ Child Safe (Formerly Child Protection)   | ○ Inclusion and Equity                     |
| ○ Child Safe Environment                   | ○ Information and Communication Technology |
| ○ Code of Conduct                          | ○ Interactions with Children               |
| ○ Complaints and Grievances                | ○ Nutrition and Active Play                |
| ○ Curriculum Development                   | ○ Occupational Health and Safety           |
| ○ Dealing with Infectious Diseases         | ○ Participation of Volunteers and Students |
| ○ Dealing with Medical Conditions          | ○ Privacy and Confidentiality              |
| ○ Delivery and Collection of Children      | ○ Relaxation and Sleep                     |
| ○ Determining Responsible Person           | ○ Road Safety and Safe Transport           |
| ○ Diabetes                                 | ○ Staffing                                 |
| ○ Enrolment and Orientation                | ○ Sun Protection                           |
| ○ Environmental Sustainability             | ○ Supervision of Children                  |
| ○ Epilepsy                                 | ○ Water Safety                             |
| ○ Excursions and Service Events            |  |

In Addition, we also have specific **Bush/Beach Kinder** policies

|                                  |  |
|----------------------------------|--|
| ○ Delivery and Collection Policy | ○ Identification and Visibility Policy |
| ○ Dogs Awareness Policy          | ○ Protective Clothing Policy           |
| ○ Evacuation Policy              | ○ Snake Awareness Policy               |



|                          |  |
|--------------------------|--|
| ○ Extreme Weather Policy | ○ Kindergarten Environment, Resources and Equipment Policy |
|--------------------------|--|

## Sun Protection

Balanced exposure to UV radiation is important for health. Australia has one of the highest rates of skin cancer in the world. Research suggests that young children and babies have sensitive skin and are therefore more vulnerable to sunburn and skin damage. Exposure to the sun in the first 15 years plays a major role in the risk of developing skin cancer in later life.



It is also important to have a healthy balance of UV radiation exposure. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health. Appropriate levels of sun exposure can vary from child to child. According to the SunSmart website, children with naturally very dark skin may not be required to wear sunscreen to help with vitamin D requirements. It is a requirement under the Occupational Health and Safety Act 2004 that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of the children and requires that children are protected from hazards and harm.

### Chelsea Kindergarten is committed to:

- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to UV radiation, while allowing some UV exposure for vitamin D requirements
- ensuring that curriculum planning will minimise exposure to the sun and also promote an awareness of sun protection and sun safe strategies
- providing information to children, educators, staff, volunteers, parents/guardians and others at the service about the harmful and beneficial effects of exposure to the sun's UV radiation.

### Parents/guardians are responsible for:

- applying sunscreen to their child before the commencement of each session during the times specified in the Scope of this policy (beginning of September to the end of April).
- providing written authority for staff to apply sunscreen to their child. Parents/guardians of children with naturally very dark skin may decide not to provide this authority to ensure their child receives adequate levels of vitamin D. This should also be discussed with educators at the service
- providing, at their own expense, an alternative sunscreen to be left at the service if their child has a particular sensitivity to the sunscreen provided by the service
- wearing a sunhat, clothing for sun protection and sunglasses (optional) when outside at the service, applying sunscreen and seeking shade during the times specified in the Scope of this policy.

**Please read Chelsea Kindergarten's Sun Protection Policy for more information.**

## Water Safety

Chelsea Kindergarten is committed to:

- providing opportunities for children to explore their natural environment including through water play
- ensuring that children are protected from the risks associated with drowning or non-fatal drowning experiences
- ensuring that curriculum planning incorporates water safety awareness providing information to educators, staff, parents/guardians, volunteers and others at the service about water safety.



### Background

The supervision and safety of children with and around water is of paramount importance. Learning spaces and environments should offer an array of possibilities and connect children with natural materials. Water is one experience that offers children sensory-rich, open-ended experiences that engage children's curiosity and imagination. Children may encounter these resources in the service environment and/or when on excursions. These experiences, especially those conducted with and near water, will be carefully supervised ensuring the safety of children and adults.

Water safety relates to access to water in the building, the playground or on excursions, and also to the availability of drinking water for children. It is imperative that educators remain vigilant in their supervision of children in and around water, and are alert to potential risks in everyday practice in the learning environment.

Drowning hazards include large bodies of water such as swimming pools, rivers, creeks, dams and ponds. Smaller bodies of water, including nappy buckets, water containers, pet water bowls and poor drainage which allows water to collect can also present drowning hazards for young children. Children can drown in as little as a few centimetres of water.

### Parents/guardians are responsible for:

- supervising children in their care, including siblings, while attending or assisting at the service
- ensuring that doors, gates and barriers, including playground gates, are closed after entry or exit to prevent access to water hazards
- informing themselves about water safety
- ensuring their children understand the risks associated with water
- recognising when resuscitation is required and obtaining assistance
- considering undertaking approved first aid qualifications, as resuscitation skills save lives.

**Please read Chelsea Kindergarten's Water Safety Policy for more information.**

## Evacuation Procedures

Chelsea Kindergarten has an Emergency Management Plan on display for any incidents that may occur at the centre. This plan has been developed in consultation with the CFA, the City of Kingston, the Committee of Management and Educators. The staff will practice emergency evacuation drills with the children regularly so that they are familiar with them.

Please note that parents who choose to stay at the kinder during their child's session need to make themselves aware of the evacuation policies and procedures, their role in the procedure as well as knowing where the fire extinguisher, fire whistles, fire exits and assembly points are located. If unable to phone from kindergarten, the phone call must be made from a mobile phone.

## Communication

### Kindergarten news and information

Parents are asked to regularly check:

- **Class Dojo** – **our major means of communication with families**. This is a free app can be used on any iOS device, Android, Kindle Fire or computer. It enables you to be connected to your child's classroom and view feedback on your child (only visible to you), receive important announcements and updates, and see photos and videos of the class. Parents receive individual codes for their child and your child's information cannot be viewed by anyone else. There is no cost for this app.
- Class Dojo has replaced our monthly newsletter, as we are able to provide information to you much quicker and in a more environmentally responsible way.
- Notice boards at the attendance sign in/out book area
- Your child's pocket – located just outside their kinder room door in the foyer area
- Emails to parent/guardian
- Via our Facebook page ([facebook.com/chelseakindergarten](https://facebook.com/chelseakindergarten)) and our website ([www.chelseakindergarten.kindergarten.vic.gov.au](http://www.chelseakindergarten.kindergarten.vic.gov.au))
- Invoices are sent via email and also placed in your child's "pocket" at the entrance to their kinder room – please ensure you check your child's pocket regularly.





## Complaints, Grievances and Concerns

- If at any time throughout the year you have any concerns about your child or the kindergarten program, please do not hesitate to approach your child's educator to make a suitable time to meet.
- You are also welcome to communicate (preferably in writing) any concerns relating to the management or operation of the service as soon as is practicable with the nominated Grievance Investigator (Committee of Management President) email: [chelsea.kin.president@kindergarten.vic.gov.au](mailto:chelsea.kin.president@kindergarten.vic.gov.au).
- Please ensure you always maintain complete confidentiality
- You may be asked to co-operate with requests to meet with the Grievances Investigator and/or provide relevant information when requested in relation to complaints and grievances.
- If you feel the complaint is of a more serious nature, please contact the DEECD Southern Metropolitan Region Early Education Services on ☎ (03) 8765 5787 or (03) 8765 5600



It is also lovely to receive compliments and positive feedback. You are also encouraged to contact Educators or the President if you would like to make a positive comment!

## Discussing or gaining feedback on your child

There are no scheduled parent teacher interviews however, if a time is requested periodically throughout the year the teacher will make a time to discuss your child one to one.

We welcome parents to stay for a session throughout the year and view this as an opportune time to gain some insight with the teacher regarding how your child is progressing. The teacher can usually provide this while still facilitating in the classroom, however during class time a one-to-one 'interview/review' session is unable to be accommodated.

## Self Help Skills

A major part of our pre-school program is helping the children to become independent. Therefore we encourage the child to put on their own smocks, shoes and socks, etc. We encourage them to clean up after themselves at activities and fruit time. We also encourage independence at toileting routines. We would appreciate it, if you can assist them in developing these skills at home as well.

## Outside Play

If your child is unwell and cannot go outside, we cannot allow them to stay inside while we are supervising children outdoors. If you believe your child is too ill to participate in outdoor activities they should remain at home.

## Change of Details

Parents MUST advise the kindergarten immediately when there is a change of address and/or phone number. It is important the staff are able to contact you quickly should the need arise.



## **Informing staff of Custody conditions**

It is the parents/legal guardian's responsibility to provide staff with the relevant information to ensure your child's safety.

## **Accidents**

If a child has an accident after admission to Chelsea Kindergarten, arrangements will be made to ensure parents / guardians are advised and appropriate treatment is received as soon as possible.

## **Excursions**

At times throughout the year children will be involved in excursions that are appropriate with the current kindergarten program. Parents will be notified well in advance of these events.

All parents must sign a permission form allowing their child to attend/participate in the excursion. We cannot allow a child to participate unless we receive the permission form beforehand.

All members of staff are required to attend the excursions; therefore, those children who are not permitted to attend the excursion will be unable to attend kindergarten on that day. Siblings who are not enrolled in the kindergarten program are not permitted to attend the excursion.

Risk assessment are completed for excursions as required by the National Regulations.

Regular outing permission forms may also be given to families to complete. Regular outings are those that are attended regularly and within a 2 km radius of the kinder. Parents will still be advised of regular outings and the date and times of these experiences but are not required to give permission each time.





## Health and Wellbeing

When a child attends a group educational setting for the first time it is common for them to catch colds and infections. Your child may not have been in contact with so many children before. Do not be concerned. It takes time to build up their immunity to fight everyday infections so be patient. It is our duty to notify parents if their child is unwell and often the child may need to go home. It is important that you have a back-up carer (friend or relative) at this time if your child becomes ill. It is imperative that the Centre's Incident, Injury, Trauma and Illness Policy and Dealing with Infectious Diseases Policy are understood and observed by all parents in order to protect the welfare of the individual child, the group and the staff in general. The full policy documents are available at the Kindergarten.

## Health and Children's Absences

Please notify the teacher if your child is absent for more than one session through illness, infection or holidays. No child should attend the Kindergarten whilst suffering from:

- Coughs or colds
- Skin sores of any kind (infectious)
- Infectious or contagious diseases.

Refer to the full Illness Exclusion table for details of specific conditions and terms of exclusion. This can also be found in the foyer of the Kindergarten or on the Department of Health website:

<http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>

Sometimes your child may have no definite symptoms, but may be very tired or have a slight cold, etc. thus he/she is not in the mood to enjoy pre-school. They may say they don't want to miss kinder, but on occasions like this, use your judgment as to whether it is best to keep them home.

## Immunisation

"No Jab, No Play" is the name of legislation that requires all children to be fully vaccinated, unless they have a medical exemption, to be enrolled in childcare or kindergarten in Victoria. This legislation came into effect on 1 January 2016. On 28 February 2018, it was amended to that an Immunisation History Statement from the Australian Immunisation Register (AIR) is now the only form of documentation accepted for the purpose of enrolling in an early childhood education and care service. Previous forms of documentation, for example a letter from a GP or local council, are no longer accepted.

'Conscientious objection' is not an exemption under the 'No Jab No Play' legislation. To have an enrolment confirmed for a child in long day care, kindergarten, family day care or occasional care, parents/carers must provide the service with:

- a current Immunisation History Statement from the Australian Immunisation Register (AIR); AND
- the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.



Further to this, new changes introduced from 1st November 2018 now state that parents/carers must provide an Immunisation History Statement twice per year that the child is attending the service with an interval of no greater than seven months between statements. We will send out a reminder to you in May to have your updated statement submitted to kinder in June. Parents/carers can get a copy of their child's Immunisation History Statement:

- by calling the *Australian Immunisation Register* on 1800 653 809 and requesting a statement be posted to you in the mail
- through Medicare online accounts, or the Express Plus Medicare mobile app
- by asking their vaccine provider to download the statement using their online access facility (called Health Professional Online Services or HPOS)
- at a local Medicare service centre

If you have any queries, please don't hesitate to talk to your child's teacher or Jackie in the office.

## Hand Washing

Each child needs to wash their hands before commencing their kindergarten session. Please help your child into the bathroom to wash and dry their hands. Each child will wash their hands before and after eating, toileting, blowing noses or handling our pets.



## Procedures for Dealing with Illness and Emergency Care



If a child becomes ill or is involved in an accident after admission to our Centre, the parents or guardian of the child will be contacted immediately, and arrangements will be made for the child to be taken from the Centre as soon as possible. If it is not possible to contact the parents or guardians, then the emergency contact person nominated on our records will be notified.

In the event of a situation arising where none of these persons can be contacted, the staff will make the child as comfortable as possible until the child can be collected.

If a child is involved in a serious accident or is deemed to be seriously ill, the staff will contact the Ambulance Service immediately. A committee member will be contacted to accompany the child in the Ambulance, as staff are unable to leave the Centre if other children are present.

Please note that **all medical costs are the responsibility of the child's parent/guardian, not the kindergarten**. It is not possible for the kindergarten to insure the children against accident in the kindergarten. The kindergarten has public liability insurance only. Parents may do this personally if they wish.

## Medication Administration

A staff member must be informed of any child who is on medication. When bringing medication to the Centre for your child, the medication book must be completed so that the medication can be administered correctly. Medication forms are in each classroom – please see the teachers. The medicine bottles and packets must be clearly labelled with the child's name for which it has been prescribed. **Parents must hand all medication directly to a staff member and must not leave any medication in a child's bag.** The staff will ensure that all medications are stored in a safe place.



No medications can be administered to any child without the written permission of the parent/guardian OR persons authorised to do so on the child's enrolment form. Therefore, parents must sign on each day for the medication to be administered or provide permission for long-term medication such as Ventolin or an Epi-Pen via a Management Plan. Parents must also sign the medication book at the end of each day to acknowledge that the medication has been administered. If a parent administers any medication to their child on the premises, this also needs to be recorded in the medication book.

It is the responsibility of the parents and the staff members to ensure that the following information is recorded in the Medication Book:

- Name of the Child
- Parent/Guardian's authorisation to administer medication
- Name of medication and dosage required
- Time and date the medication was last administered
- Time/date it or the circumstances under which the medication should be next administered
- Dosage administered
- Who administered the medication and signature
- The time and date the medication was administered
- Who checked the dosage administered

All medications administered at the Centre will be checked and signed for by two staff members.

Medication **will not** be administered in the following instances:

- Medicine is not in the original container
- "Use By" date has expired
- Prescription is not made out to your child
- Stated doses are exceeded

If any doubt exists about medications, written (or in an emergency – verbal) authorisation from your family doctor is required before the staff will authorise the administration of any medication. This may also be required where requests for continual doses of medication are made.

A child cannot attend the Centre for the first 24 hours after commencing antibiotic therapy, unless a doctor's certificate can certify that the child presents no increased risk of disease transmission.

## Infectious Diseases



Chelsea Kindergarten's Dealing with Infectious Diseases Policy has been formulated to comply with relevant Health and Community Services and Children's Services Regulations. The policy is designed to ensure that the maximum levels of protection, health and safety are exercised toward all children in the Kindergarten's care.

By regulation, all kindergarten staff are to ensure that sick and infectious children and adults do not knowingly enter or remain in the Centre.

Parents/guardians of a child who is not fully immunised will be required to keep their child at home when an infectious disease is diagnosed at the service, and until there are no more occurrences of that disease and the exclusion period has ceased

The Centre must be notified by the start of each session of any child that will be absent due to illness or an infectious disease. This allows plenty of time to notify attending parents of the disease. Parents will be notified as soon as is practical via noticeboard at the Kinder, Class Dojo and/or Facebook page . *If your child becomes ill at home, in fairness to them and others, please do not bring them to the Centre. Also if your child is ill whilst at the Centre, we will contact you to collect your child as soon as possible.*

If your child has an infectious disease (e.g. measles, chicken pox) they will have to be away for a set period of time, as set by the Victorian Department of Health (see below). If your child has an Infectious disease or one of the common illnesses listed below, they will require a written medical certificate before they can return to Kindergarten.

## Illnesses/Conditions

If your child displays symptoms of any of the following illnesses or conditions, he/she **must** be kept away from kindergarten for the set period of exclusion.

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

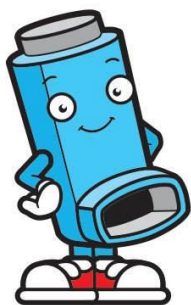
In this Schedule, "medical certificate" means a certificate of a Registered Medical Practitioner.

| Conditions   | Exclusion of cases  | Exclusion of Contacts  |
|--|---|--|
| Amoebiasis ( <i>Entamoeba histolytica</i> )              | Exclude until there has not been a loose bowel motion for 24 hours  | Not excluded   |
| Campylobacter  | Exclude until there has not been a loose bowel motion for 24 hours  | Not excluded   |
| Chickenpox   | Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children                                       | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded |
| Conjunctivitis   | Exclude until discharge from eyes has ceased  | Not excluded   |
| Diarrhoea  | Exclude until there has not been a loose bowel motion for 24 hours  | Not excluded   |
| Diphtheria   | Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later | Exclude family/household contacts until cleared to return by the Secretary   |
| Hand, Foot and Mouth disease                             | Exclude until all blisters have dried   | Not excluded   |
| Haemophilus influenzae type b (Hib)                      | Exclude until at least 4 days of appropriate antibiotic treatment has been completed  | Not excluded   |
| Hepatitis A  | Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness   | Not excluded   |
| Hepatitis B  | Exclusion is not necessary  | Not excluded   |
| Hepatitis C  | Exclusion is not necessary  | Not excluded   |
| 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   | Not excluded   |
| Human immuno-deficiency virus infection (HIV/AIDS virus) | Exclusion is not necessary  | Not excluded   |
| Impetigo   | Exclude until appropriate treatment has commenced.<br>Sores on exposed surfaces must be covered with a watertight dressing  | Not excluded   |
| Influenza and influenza like illnesses                   | Exclude until well  | Not excluded unless considered necessary by the Secretary  |
| Leprosy  | Exclude until approval to return has been given by the Secretary  | Not excluded   |

| Conditions   | Exclusion of cases  | Exclusion of contacts   |
|--|---|---|
| Measles*   | Exclude for at least 4 days after onset of rash   | Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the activity. |
| Meningitis (bacteria —other than meningococcal meningitis) | Exclude until well  | Not excluded  |
| Meningococcal infection*                                   | Exclude until adequate carrier eradication therapy has been completed   | Not excluded if receiving carrier eradication therapy   |
| Mumps*   | Exclude for 9 days or until swelling goes down (whichever is sooner)  | Not excluded  |
| Pertussis* (Whooping cough)                                | Exclude the child for 21 days after the onset of cough or until they have completed<br>5 days of a course of antibiotic treatment | Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment  |
| Poliomyelitis*   | Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery                                 | Not excluded  |
| Ringworm, scabies, pediculosis (head lice)                 | Exclude until the day after appropriate treatment has commenced   | Not excluded  |
| Rubella (German measles)                                   | Exclude until fully recovered or for at least four days after the onset of rash   | Not excluded  |
| Salmonella, Shigella                                       | Exclude until there has not been a loose bowel motion for 24 hours  | Not excluded  |
| Severe Acute Respiratory Syndrome (SARS)                   | Exclude until medical certificate of recovery is produced   | Not excluded unless considered necessary by the Secretary   |
| Streptococcal infection (including scarlet fever)          | Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well                          | Not excluded  |
| Tuberculosis   | Exclude until receipt of a medical certificate from the treating physician stating that child is not considered to be infectious  | Not excluded  |
| Typhoid fever (including paratyphoid fever)                | Exclude until approval to return has been given by the Secretary  | Not excluded unless considered necessary by the Secretary   |
| Verotoxin producing Escherichia coli (VTEC)                | Exclude if required by the Secretary and only for the period specified by the Secretary   | Not excluded  |
| Worms  | Exclude until there has not been a loose bowel motion for 24 hours  | Not excluded  |



## Asthma Policy



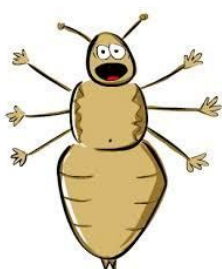
For children diagnosed with Asthma, parents are required to complete an Asthma Action Plan (see Appendix 7) in consultation with kindergarten staff before your child commences kindergarten. These records ensure that teachers are aware of your child's needs in the event of an asthma attack. Information in the plan should be updated if there are any changes to your child's medication, asthma symptoms or treatment. Any medication, including Asthma medication, is to be given to staff to store safely during the session – any child with Asthma require reliever medication and a spacer at all times their child is attending the Kindergarten. Parents are encouraged to communicate regularly with educators/staff in relation to the ongoing health and wellbeing of their child, and the management of their child's asthma.

## Anaphylaxis Policy

Anaphylaxis is a severe allergic reaction that can be life threatening. If the child requires an Auto-injection device at kindergarten, staff will need to be informed of the requirements, and an Anaphylaxis Action Plan and communication plan will be developed in consultation between the parents and kindergarten staff. A risk minimisation plan will also be developed for each child with anaphylaxis. Information in the plan should be updated if there are any changes to your child's medication, symptoms or treatment. Any medication, including an EpiPen, is to be given to staff to store safely during the session, any child who has been prescribed an adrenaline auto-injection device is not permitted to attend the service or its programs without the device. Parents are encouraged to communicate regularly with educators/staff in relation to the ongoing health and wellbeing of their child, and the management of their child's asthma. Chelsea Kindergarten has a policy regarding the management of anaphylaxis in our services. This policy is available to be read at the kindergarten.



## Head Lice



Head lice have been around for many thousands of years. Anyone can get head lice. Head lice are small, wingless, blood sucking insects. They can attach to the hair of anyone's head. It doesn't matter if the hair is clean or dirty. Their colour varies from whitish-brown to reddish-brown. Head lice only survive on humans. If isolated from the head they die very quickly (usually within 24 hours). People get head lice from direct hair to hair contact with another person who has head lice. This can happen when people play, cuddle or work closely together. Head lice do not have wings or jumping legs so they cannot fly or jump from head to head. They can only crawl.

Chelsea Kindergarten aims to prevent continuous re-infestation associated with head lice. Parents/Guardians are required to complete a consent form to conduct head lice inspections. Only children with suspected infestation will have their hair inspected for the presence of head lice or lice eggs and parents/guardians will be notified if infestation of head lice is found.

If your child or any family member contracts head lice or nits, you must inform the Educator on Duty as soon as possible, and your child must have commenced treatment before returning to kinder.

## Attachments

### Attachment 1: Fee Information

#### 1. Why fees are necessary

The Department of Education and Early Childhood Development (DEECD) provides per capita funding as a contribution toward the costs of providing a four-year old kindergarten program. Services meet the balance of costs through charging fees and fundraising activities.

DEECD provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a four-year old kindergarten program free of charge, or at a minimal cost. DEECD also provides funding to assist eligible three-year old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Chelsea Kindergarten provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

#### 2. How fees are set

As part of the budget development process, the Committee sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of the *Kindergarten Fee Subsidy – Fees Policy* (details in the *The Kindergarten Guide: (Department of Education and Early Childhood Development)* available under *early childhood / service providers* on the DEECD website: [www.education.vic.gov.au](http://www.education.vic.gov.au))

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point.

#### 3. Other charges

Other charges levied by are included on the Statement of Fees and Charges. These include:

- **Kindergarten Membership Fee:** This payment secures a child's place at the service and is payable on acceptance of enrolment. Families eligible for the Kindergarten Fee Subsidy (see below) are not required to pay the full Membership Fee. Families experiencing hardship should also discuss any difficulties with the service.
- **Excursion/service event charge:** This additional charge is required to cover the cost of excursions or special events that occur throughout the year in response to emerging children's program needs and interests. Affordability and relevance to the children's interests and the service program will be taken into consideration before a decision is made that will require families to pay this additional charge (refer to *Excursions and Service Events Policy*). Events that are planned ahead are included as an expenditure item in the service's budget and do not incur this additional charge.
- **Late collection charge:** The Committee reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee.

#### 4. Statement of fees and charges

A statement of fees and charges for four-year old or three-year old kindergarten will be provided to families on enrolment and invoices are issued via email.

#### 5. Fundraising

Not all service costs are covered by DEECD per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

#### 6. Subsidies

##### 6.1 Kindergarten Fee Subsidy (four-year old programs only)

The Kindergarten Fee Subsidy is provided by DEECD and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time – contact the service for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (four-year old programs only) include those who are:

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card or White Card holders
- Bridging Visas A–E
- Refugee Visa (subclass) 200
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian visa (subclass 202)
- Temporary Humanitarian Concern visa (subclass 786)
- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)
- Woman at risk visa (subclass 204)
- ImmiCard
- Aboriginal or Torres Strait Islander children
- Triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

##### 6.2 Early Start Kindergarten fee subsidy

Three-year old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

#### 7. Payment of fees

The Committee will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

**Fees will be invoiced to parents/guardians directly via email** and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments.

Parents/guardians experiencing difficulty in paying fees are requested to contact Chelsea Kindergarten to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

## **8. Unpaid fees**

If fees are not paid by the due date, the following steps will be taken.

- An initial reminder letter will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Committee will continue to offer support and will reserve the right to employ the services of a debt collector.
- parents/guardians will be liable for all costs associated with any debt recovery of outstanding monies as determined by the Committee.
- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.

## **9. Refund of fees**

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee. There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

## **10. Children turning three during the year of enrolment**

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year old kindergarten program. Children can only commence the program when they have turned three.

## **11. Support services**

Families experiencing financial hardship often require access to family support services. Information on these services is available from the kindergarten service provider and a list can be supplied to those families who require it. If your service does not already have this information a good place to start is with your local council.

## 12. Notification of fee changes during the year

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

## Attachment 2: Statement of Fees and Charges



### Chelsea Kindergarten Association Incorporated

36 Glenola Road, Chelsea, VIC, 3196

P: 9772 2788 F: 9772 2788 E: chelsea.kin@kindergarten.vic.gov.au

ABN: 82 908 184 630

## Four-year old (funded) Kindergarten 2019

Hours: 15 hours per week

|                             | Fees (\$) | Other charges (\$) | Total (\$) | Families eligible for the Kindergarten Fee Subsidy |                    |            |
|-----------------------------|-----------|--------------------|------------|--|--------------------|------------|
|                             |           |                    |            | Fees (\$)  | Other charges (\$) | Total (\$) |
| Kindergarten Membership Fee | \$200.00  |                    | \$200.00   | \$100  |                    | \$100      |
| Term 1                      | \$435     |                    | \$435      |  |                    |            |
| Term 2                      | \$435     |                    | \$435      |  |                    |            |
| Term 3                      | \$435     |                    | \$435      |  |                    |            |
| Term 4                      | \$435     |                    | \$435      |  |                    |            |
| Total                       | \$1,940   |                    | \$1,940    | \$100  |                    | \$100      |

### Payment of fees

Invoices will be issued via email and must be paid by the due date.

### Kindergarten Membership fee

Parents/guardians are required to pay the membership fee on offer of a place. This payment is retained by the kindergarten. This fee will secure the child's place in the three-year old kindergarten program.

### Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will be charged a concession amount.

### Child Care Benefit (CCB)

For information on the Child Care Benefit, refer to Fee information for families.

### *Late collection charge*

The Committee reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

## Attachment 2: Statement of Fees and Charges



### Chelsea Kindergarten Association Incorporated

36 Glenola Road, Chelsea, VIC, 3196

P: 9772 2788 F: 9772 2788 E: chelsea.kin@kindergarten.vic.gov.au

ABN: 82 908 184 630

### Three-year old (NON-funded) Kindergarten 2019

Hours: 5 and 6 hours per week

|                             | 5 hours per week (Yellow Group) | 6 hours per week (Green Group) |
|-----------------------------|---------------------------------|--------------------------------|
| Kindergarten Membership Fee | \$200                           | \$200                          |
| Term 1                      | \$370                           | \$450                          |
| Term 2                      | \$370                           | \$450                          |
| Term 3                      | \$370                           | \$450                          |
| Term 4                      | \$370                           | \$450                          |
| <b>Total</b>                | <b>\$1680.00</b>                | <b>\$2000</b>                  |

#### *Payment of fees*

Invoices will be issued via email and must be paid by the due date.

#### *Kindergarten Membership fee*

Parents/guardians are required to pay the membership fee on offer of a place. This payment is retained by the kindergarten. This fee will secure the child's place in the three-year old kindergarten program.

#### *Early Start Kindergarten fee subsidy*

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee information for families) will be charged a concession amount.

#### *Child Care Benefit (CCB)*

For information on the Child Care Benefit, refer to Fee information for families.

#### *Children turning three during the year*

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year old kindergarten program. Children can only commence the program when they have turned three.

#### *Late collection charge*

The Committee reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

## Attachment 3: Fee Payment Agreement



### Chelsea Kindergarten Association Incorporated

36 Glenola Road, Chelsea, VIC, 3196

P: 9772 2788 F: 9772 2788 E: [chelsea.kin@kindergarten.vic.gov.au](mailto:chelsea.kin@kindergarten.vic.gov.au)

ABN: 82 908 184 630

### Four-year old (funded) Kindergarten 2019

Please complete this form and return first class 2019

Child's full name: \_\_\_\_\_

Parent's/guardian's full name: \_\_\_\_\_

- I/we acknowledge that the four-year old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria below. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees and the membership fee are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee will implement the late payment of fees procedures, as outlined in the *Fees Policy*, which could result in the withdrawal of my/our child's place at the service.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify Chelsea Kindergarten to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.
- I/we acknowledge that we will incur and be liable for all costs associated with any debt recovery of outstanding monies as determined by the Committee.

#### Kindergarten Fee Subsidy

Please indicate below which concession you are eligible for – the criteria is outlined on Attachment 1 Section 6.

Concession: \_\_\_\_\_

Supporting documentation will need to be sighted on commencement at by the administrator.

**Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in The Kindergarten Guide (Department of Education and Early Childhood Development) available under early childhood / service providers on the DEECD website: [www.education.vic.gov.au](http://www.education.vic.gov.au)**

Signature (parent/guardian)

Date

**Note:** Invoices, receipts and collection of fees will be in accordance with the *Fees Policy*.



## Attachment 3: Fee Payment Agreement



### Chelsea Kindergarten Association Incorporated

36 Glenola Road, Chelsea, VIC, 3196

P: 9772 2788 F: 9772 2788 E: chelsea.kin@kindergarten.vic.gov.au

ABN: 82 908 184 630

### Three-year old (NON-funded) Kindergarten 2019

Please complete this form and return first class 2019

Child's full name: \_\_\_\_\_

Parent's/guardian's full name: \_\_\_\_\_

- I/we acknowledge that the three-year old kindergarten is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we agree to pay fees by the due date on the invoice.
- I/we acknowledge that if fees are not paid by the due date, the Committee will implement the late payment of fees procedures, as outlined in the *Fees Policy* which could result in the withdrawal of my/our child's place at the service.
- I/we understand that term fees and membership fee are non-refundable.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify Chelsea Kindergarten to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedures for payment of fees.
- I/we acknowledge that we will incur and be liable for all costs associated with any debt recovery of outstanding monies as determined by the Committee.

Signature (parent/guardian)

Date

Note: invoices, receipts and collection of fees will be in accordance with the *Fees Policy*.

#### Early Start Kindergarten

Three-year old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

## Attachment 4: Authorisation Form



### Chelsea Kindergarten Association Incorporated

36 Glenola Road, Chelsea, VIC, 3196

P: 9772 2788 F: 9772 2788 E: chelsea.kin@kindergarten.vic.gov.au

ABN: 82 908 184 630

### Authorisation Form 2019

To be used as a follow-up to a verbal/email/fax authorisation when the parent/guardian or authorised nominee is next at the service.

I \_\_\_\_\_ authorised by telephone/email/fax (please circle)

for my child/ren (name) \_\_\_\_\_ to be  
collected from Chelsea Kindergarten, 36 Glenola Rd Chelsea on     /     /     by:

Name:

Address:

Telephone number:

This was a one-off occasion and this person is **not** to be included on my child's enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: \_\_\_\_\_ (Parent/guardian or authorised nominee)

Date:

This form will be attached to the child's enrolment form.

-----  
To be used where the parent/guardian or authorised nominee is able to provide prior written authorisation.

I \_\_\_\_\_ authorise

Name:

Address:

Telephone Number:

to collect my child/ren (write name/s)

from Chelsea Kindergarten, 36 Glenola Rd Chelsea, on     /     /

This will be a one-off occasion and this person is **not** to be included on my child's enrolment form as an authorised nominee to collect my child on an ongoing basis.

Signed: \_\_\_\_\_ (Parent/guardian or authorised nominee)

Date:

This form will be attached to the child's enrolment form.

## Attachment 5: General Consent Form



### Chelsea Kindergarten Association Incorporated

36 Glenola Road, Chelsea, VIC, 3196

P: 9772 2788 F: 9772 2788 E: [chelsea.kin@kindergarten.vic.gov.au](mailto:chelsea.kin@kindergarten.vic.gov.au)

ABN: 82 908 184 630

## General Consent Form

The following covers several areas of consent. Detailed information may be found in the specific policies held by the Kindergarten.

**Childs Name:** \_\_\_\_\_

I / We \_\_\_\_\_ give / do not give permission for the Staff at Chelsea Kindergarten to complete the following tasks as required.

| Action  | Yes | No |
|---|-----|----|
| Administer Emergency Medical Treatment at my expense, if necessary  |     |    |
| Consent to Head Lice Inspections  |     |    |
| Administer / Apply Sunscreen provided by the Service  |     |    |
| Administer / Apply Sunscreen provided by the Parent / Guardian  |     |    |
| Use iPads, and other technology as part of the educational program  |     |    |
| To having a paper Portfolio of my child's creations being developed   |     |    |
| To having images of my child on Class Dojo (accessible by class group only)                                   |     |    |
| To having images of my child on Chelsea Kindergarten's Facebook page as part of communications for the kinder |     |    |

\_\_\_\_\_  
Signature (parent / guardian)

\_\_\_\_\_  
Date