2020

Bimbadeen
Pre-School
Incorporated

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WELCOME

Welcome to Bimbadeen Pre School. Our hope is that all children and their families who attend our service have an engaging experience filled with wonder and learning facilitated by play. This 'green book' explains some of the ways in which we operate and what is expected of you and your child. If you have queries on any topics in the book, please don't hesitate to ask our staff or committee members. There is space provided at the back of the book for notes/questions that may arise as you read.

CENTRE PHILIOSOPHY

Bimbadeen Pre-school is committed to the safety, participation and empowerment of all children. This is reflected within our service's Child Safe Mission Statement. We believe that all children come to our service as part of a family. We believe in the importance of good quality, respectful relationships between staff, children and families. We believe this forms the corner stone of a good quality educational program and experience for the children. We understand that family involvement and participation is a strong indicator of success in the pre-school years.

We are a family centred practice. We believe we are a welcoming community where the family is acknowledged as the first educator of the child. We encourage trust and respect, together with a recognition of the diversity of family set-ups in our community. We are committed to open communication with families and receiving constructive feedback regarding each child's progress and goals. We welcome program suggestions, sharing of talents, and other dimensions that families bring to our service.

We have high expectations for all children. We believe that all children are individuals who learn and develop skills through exploration within a play based curriculum. They are provided with open-ended experiences so that they are empowered with feelings of success and achievement providing an intrinsic motivation to learn . We recognise that children learn best through play that is based on their interests so that it has meaning for them; however, we also strive to enhance and extend the skills of all children through intentional teaching methods.

We have a strong focus on respecting our environment and learning spaces. We link this in with our local community and the world around us, focusing on sustainable beliefs and practices.

Through looking at the kinder and wider community we implement a program that supports the principles and practices of the Early Years Learning Framework for Australia as well as the Victorian Early Years Learning and Development Framework.

This encompasses the 5 learning outcomes for all children,

1. Children have a strong sense of identity (IDENTITY)
2. Children are connected with and contribute to their world (COMMUNITY)
3. Children have a strong sense of well-being (WELL-BEING)
4. Children are confident and involved learners (LEARNING)
5. Children are effective communicators (COMMUNICATION)

We encourage each child to reach their potential in relation to individual abilities, learning styles and interests.
Our philosophy forms the basis of the service we provide, and we refer to it as the link between where we are coming from and where we are heading.

CHILD SAFETY MISSION STATEMENT

Bimbadeen is committed to being a Child Safe Pre-school.

As a welcoming community we will provide an inclusive, supportive and safe learning environment for the empowerment of all children and families.
We have zero tolerance of any form of abuse or discrimination including race, culture, religion and lifestyle choices.
As a community, we have the responsibility to protect all children from any form of abuse.
As staff, we have a Duty of Care to follow strict protocols and legislation when dealing with suspected abuse or safety concerns.
These protocols are reflected in our policies, procedures and training which support our staff, students and volunteers to identify, minimise and prevent abuse.
Our mission and commitment is based on our belief that all children have the right to feel safe, respected, and have a voice that is heard within our Bimbadeen Pre-school family.

EARLY YEARS LEARNING FRAMEWORK FOR AUSTRALIA

This is a National approach to children's learning across the whole of Australia.
It covers all services that support learning and development of children aged 0-8. Services include maternal and child health, family day care, long day care, schools and pre-school. It provides guidelines for how services provide support for the families and children in their care.
It addresses areas such as programming, equity, diversity and reflection. It is also looking at transition to school, where by services collaborate to meet the needs of individual families. Further information is available to families in many different forms – program plans, notice boards, booklets and so on.

STAFF

Blue Group (4 year old)

Director/Educational Leader: **Annette Parr**

Bachelor of Early Childhood Education

Educator: **Donna Bell**

Professional development in lieu of minimum training. (Grandfathering)

Green Group (4 year old)

Director/Nominated Supervisor: **Gillian Anders**

Diploma of Teaching (Early Childhood)

Educator: **Samantha Barrett**

Diploma of Social Science (Childcare Services)

Red Group (3 year old)

Director/Nominated Supervisor: **Gillian Anders**

Diploma of Teaching

(Early Childhood)

Educator: **Catherine Cresswell**

Certificate 111 in Early Childhood Education and Care

SESSION TIMES

Blue Group (4 year old)
Monday 11am – 4.30pm
Tuesday 8am – 12 noon
Thursday 8am – 1.30pm

Green Group (4 year old)
Tuesday 12.30pm – 4.30pm
Wednesday 8am – 1.30pm
Friday 8am – 1.30pm

Red Group (3 year old)
Monday 8am – 10.30am
Thursday 2pm – 4.30pm

TERM DATES 2020

Term 1. Staff commence 28th Jan (Tuesday). Week one will consist of interviews. Students finish 27th March.
Term 2. 14th April – 26th June.
Term 3. 13th July – 18th September.
Term 4. 5th October – 18th December (4 year old)
5th October – 10th December (3 year old)

FEES FOR 2020

Fees for Blue and Green group (4 year old)

$430 per term (includes $20 incursion/excursion levy).
Health care card holders are eligible for a discount, however will be required to pay the $20 incursion levy separately.

Fees for Red group (3 year old)

$220 per term – 1 session (includes $20 incursion levy)

$380 per term – 2 sessions (includes $20 incursion levy)

2020 Fees due dates:

Term 1 - November 13th 2019 (AGM)
Term 2 - March 22nd 2020
Term 3 – June 14th 2020
Term 4 - September 6th 2020

*Balance of fees for terms 2, 3 & 4 can be paid in one payment via an invoice issued in term 1 at your request.

WHAT IS PRE-SCHOOL?

The Pre-school year helps children prepare for the 'outside world' in the form of group contact.

The program is based on play – and through their play the children are in fact learning skills and attitudes which will be valuable to them throughout their lives.

A program is planned on a fortnightly cycle based on the children's ideas, our observations of them (noting their strengths, needs, interests and developmental levels) and parent input through focus letters.

The various experiences offered at pre-school encompasses the curriculum framework's 5 learning outcome areas. Excursions and special visitors complement the program.

Socially, the child is learning to live with others by sharing and taking turns, by leading at times, and at other times being led by others. In other words they are learning to understand the importance of developing respectful relationships and being part of a team.

Creativity is encouraged using paint, collage, finger-paint, sand, water, drawing, music and movement.

Imaginative play is fostered through small open-ended play spaces, the home corner and props such as scarves, bags, steering wheels and ladders. Through imaginative play children are able to explore and understand ideas and feelings.

Physical skills are developed through climbing, cutting and pasting, threading and woodwork.

Intellectual growth is stimulated through problem solving during play, puzzles, books, discussions and excursions. The child learns to express themselves better through stories, poetry and discussions.

STARTING PRE-SCHOOL

Starting Pre-school is a big step for your child – it may be their first separation from you and their home environment.

To help settle in, the children will be attending in small groups for shorter sessions at first.

Each child separates happily from their parents in their own time. Staff and families can work together to achieve this.

Please ensure you are punctual in dropping off and collecting your child. Come right into the room on arrival and departure. It is important for us to greet each child on arrival and release them into your care on departure.

DIRECTORS RESPONSIBILITIES

The Directors are responsible for overseeing the service and ensuring that it runs according to the National Regulations 2011, the National law 2010 and service policies.

The Directors in partnership with the educators are responsible for the planning and implementing a developmentally appropriate program for the children in the pre-school.

The Three and Four Year Old Directors and Educators have one non-contact session per week – Red Group- Monday afternoons, Blue Group- Tuesday afternoons and Green Group Tuesday mornings. Appointments can be made at these times which allow uninterrupted discussions should you have any concerns about your child. During these sessions the staff prepare materials, plan programs, keep records (which parents have access to), attend meetings, etc.

The Directors present written reports to the Committee of Management at monthly meetings and attend regular Regional meetings as well as seminars and conferences on Early Childhood.

Parents on duty should be mindful that while on the kinder premises, the director is also responsible for any other children that are within the kinder grounds. This is also the case for drop off and collection of children. It is important that parents and carers supervise their children at all times.

COMMITTEE OF MANAGEMENT

Management of the Preschool rests with the Committee of Management elected from the members (parents with a child enrolled at the service) of Bimbadeen Preschool Incorporated. The affairs of the Preschool are attended by the Committee and Staff in accordance with the rules and regulations as laid down under the Education and Care Services National Regulations 2011, the Education and Care National Law Act 2010 and in accordance with the Associations Incorporation Reform Act 2012.

Parents of children attending the Centre gain automatic membership of the Association.

The primary functions of the Committee of Management are: to ensure the services provided are in accordance with the terms set down in the Education and Care National Regulations and law, centre policy and practice and that the Centre operates on a balanced budget.

The responsibilities of the various membership positions of the Committee have been outlined in attachments with your welcome letter. All members are encouraged to nominate for the Committee and take an active part in supporting the management of the Preschool service.

Clear policies and procedures have been developed, ensuring everyone using the Pre-school understands the operation of the Centre. These policies, together with other information, are displayed on the notice boards.

ATTENDANCE REGISTER / TIME BOOK

It is a requirement of the Department Education and Training (DET) that children be signed in and out of the Pre-school. A register is kept at the entrance of the playroom where you can sign in and out and record the time. If you are not picking up your child, please record the name of the authorised person who will be collecting him/her in the space provided. Please let the staff know of any changes. Daily authorisation slips are available near the sign-in book for occasions when someone other than your authorised contacts will collect your child.

This register is very important in case of emergencies as it is our only record of who is present at any given time. For this reason, time noted should be **exact** (use the clock provided). Please do not sign your child out before you have collected them from inside.

LATE PICK UP FROM PRE SCHOOL

Families will nominate emergency contacts at the initial interview. This information is to be updated each term. A form will be supplied for this purpose.

If a child has not been collected after 15 minutes from the end of a session, the Director will begin to follow the procedures set down in the centre's Late Pick Up Policy.

We realise that parents can be delayed, however please stop and ring the Pre-school to let the staff know.

PARENTING ARRANGEMENTS/ CUSTODY

If there is a custody dispute between parents of a child and there is any kind of legal documentation regarding this matter, it needs to be made available to the Director. (This information will be treated with the strictest of confidence). The pre-school staff have no legal right to prevent a non-custodial parent from taking a child from the pre-school if there is no legal documentation available.

WHAT TO BRING

Each child will require a named kinder bag to carry a full set of spare clothing, a lunch box/bag, a drink bottle of water, and artwork.

Blue and Green Group (4 Year Old)

Children in the 4 year old program will need to bring the following food:

- A **small healthy snack** each session in reusable containers and a drink bottle of water.
- On the longer sessions (5.5 hours) the children will also require a **healthy lunch**.

Red Group (3 Year Old)

Children in the 3 Year Old Program will need to bring the following food:

- A **small healthy snack** each session in reusable containers and a drink bottle of water.

At the beginning of the year we will send home a newsletter which will identify suitable foods, taking into account our policies and food allergies/ intolerances.

No food items will be shared and any uneaten or unsuitable food will be sent home.

Some examples of food items are:

Prepared fruit/vegies, dried fruits, dry biscuits, sandwiches, rolls, raisin bread/toast, salad, yoghurt and cheese. **No** sweet biscuits, lollies, cake, chocolate, chips/twisties or roll-ups.

Winter months:

Gumboots/slippers/coats/gloves/woollen hats.

September – May:

A sunhat, **broad-brimmed or legionnaire style**. We encourage children to leave their sun hats in their art pockets.

Sunscreen should be applied before children come to pre-school.

Please do not allow children to bring toys from home as they are easily lost or broken.

WHAT IS PROVIDED?

- All smocks and protective clothing for messy activities.
- Soap and hand-driers in the bathroom.
- Sunscreen for sensitive skin (reapplication during the session).
- A library bag from second term (4 year olds).

CLOTHING

Children should wear comfortable, easy to manage (eg. No belts, buckles, braces etc which children cannot undo) clothing. Long dresses are not appropriate as they hamper children's movements and may be dangerous. Footwear should be sturdy and not encumber childrens play, closed toe shoes are recommended, thongs and crocs are not appropriate.

As part of the Pre-school Sun Smart Policy, children are required to wear a broad-brimmed or legionnaire style sun hat. If possible, sun hats are to be kept in the children's 'art pockets'.

Bimbadeen printed hats, t-shirts and windcheaters are on sale at the pre-school.

BIMBADEEN IS A SUN SMART CENTRE

This Centre is committed to ensuring protection from harmful effects due to exposure to the sun and ultraviolet radiation during all aspects of the program and at any events organised by the Preschool.

Those attending the Centre will be required to wear a sun hat, which provides shade to the face, back of the neck and ears, broad-brimmed or legionnaire style. Minimum clothing required is a tee shirt with sleeves or equivalent.

September – May:

SPF 50+ broad-spectrum water resistant sunscreen should be applied before children come to pre-school. It is recommended that sunscreen be applied 20 minutes before going outside and reapplied every 2 hours.

During the 4 year old sessions children will reapply sunscreen (provided by the service) under the supervision of the staff.

During your child's interview we will ask each parent to test the kinders sunscreen on their child. If for any reason your child is unable to use the kinder's sunscreen, you will need to provide a named sunscreen of their own which will remain in their kinder bag.

HEALTH & ILLNESS

Many childhood illnesses, both mild and serious, begin with similar symptoms such as loss of appetite, sniffles, runny eyes, etc. It is in the interests of all the children that care is taken not to send an unwell child to pre-school.

Many children will be disappointed if they are unable to come to pre-school when they are ill, but parents need to make it quite clear to the child that there is no choice in the matter - it is a parental decision not the child's.

If your child is to be away from pre-school for any reason, especially if they are sick, would you please let the staff know, as it may be relevant to the day's program.
In the event of accident or illness at pre-school the following steps will be taken:

1. Parent will be contacted and requested to take the child home.
2. If parent is unavailable, emergency contact will be notified and asked to take the child home.
3. Child will be made comfortable away from the other children until the parent or emergency contact comes to pick them up.
4. Child will be under constant supervision until taken home.
5. All details pertaining to the incident will be recorded in the Accident/Injury/ illness Book and will require the name & signature of the person collecting the child.

If an injury is serious and the parents cannot be contacted, the child will be taken to hospital by ambulance.
Gastric infections are highly contagious, especially amongst the young. Should your child have an attack of vomiting or diarrhoea, please do not send them back to pre-school until they have been well for at least 24 hours. Parents will be informed of any outbreak of an infectious disease within the centre. Please familiarise yourself with the information about infectious diseases, which you will find at the back of this book.

ADMINISTRATION OF MEDICATION

Written permission must be supplied for staff to administer medication. Any necessary medication must be provided in the original container bearing the original label and be in date. All details will be recorded in the Medication Book and must be signed by a parent or guardian.

MEDICALLY RELATED TREATMENTS

Parents must inform the Centre of any allergies or illnesses which will require medication or specific treatment should they occur, e.g. asthma, anaphylaxis.
The Centre will supply families with case management forms to be filled out and signed by the doctor.
Parents will be required to sit with the Director and complete a communication plan and risk minimisation form. The original forms will be kept by the Centre and parents will be given a copy of these forms.

All medication required must be supplied to the kinder to be kept on the premises at all times.

FAMILY INVOLVEMENT

Children gain the most from the Pre-school years when there is a close link between home and kinder. You are the first educators of your child, so we value your input, suggestions, up to date information and ideas to enhance the Pre-school experience.

Initially at the start of the year, we will have small group interviews to discuss your expectations and goals for your child and this will be incorporated into program planning.

Throughout the year further opportunities to give feedback to the staff and service will be done through the children's focus group letters, portfolios, our 'Feedback' folder and a survey.

You will be given regular opportunities to access your child's developmental records as well as actively participate in the program.

PRE SCHOOL DUTY

A voluntary duty roster is offered for each term. All families (this can include parents, grandparents or care-givers) are asked to help as often as they can.

Duties include assisting in the playroom with the children, preparing for snack time, washing the dishes and some cleaning. It is a wonderful opportunity for your child to introduce you to their friends and share a variety of fun (developmentally appropriate) activities.

It will also give you a chance to observe your child within the group and have a general discussion about your child's progress with the Director.

We do appreciate your help on these days and rely on you to help keep the Pre-school sessions operating smoothly.

When working with the children it is important to remember that any knowledge you gain about a child/children must remain strictly confidential.

Any parent who would like to be involved in the program with some special interest or skill to share is most welcome.

When helping at Preschool, for any reason, parents need to sign the Volunteers' Register for insurance purposes. This is done both on arrival and departure and should include the names of any siblings accompanying you. The register is located in the kitchen.

EMERGENCY PROCEDURES

The evacuation and Lockdown procedure will generally remain the same for most emergencies.

The plans have the basic essentials in mind:

1. to ensure children and adults safety.
2. obtain required assistance via the fastest means as well as contact the Committee of Management.

All parents are expected to make themselves familiar with the detailed Emergency Exit Plan. This is on display at all exits of the Preschool.

FRONT GATE SECURITY

To comply with child safe standards, we have a keypad lock on the front entrance gate to the kinder. A pin number for the gate will be provided to you. In case you forget your pin please ring the doorbell.

PARKING

Please park on the Preschool side of Bimbadeen Drive to ensure the children's safety. Do not park in front of the fence near the footpath outside the preschool – this was installed to give a better view of the street. No standing signs are in place and they are policed by the local council. Please advise other people who are collecting or dropping off your child where to park.

EXCURSIONS

Excursions and offsite events will occur as an extension of the program that is currently running for the children.

Consent forms must be returned signed or the child will be unable to attend. Parents will be encouraged to participate, to ensure that there is a minimum ratio of adults to children (determined by the type of excursion through a 'Risk Assessment Matrix'). We request that toddlers do not accompany supervising adults, unless the Director states otherwise.

If there is any change or delay to the excursion, parents will be notified immediately. If a parent (in the case of an emergency) needed to contact staff during an excursion, they can call the Preschool mobile phone on 0408 565 360.

Before the excursion, the children will be involved in 'Road Safety' discussions with the supervising staff. Before the group leaves the Pre-school, the supervising Director will provide information and procedures to the adult volunteers who will be supervising children during the excursion.

NOTICES AND NEWSLETTERS

The Committee provides a newsletter twice a term called 'The Kinder Kronicle' to keep you up to date with what is happening at pre-school. The 'Kinder Kronicle' will be forwarded to you via email, so it is important to supply your email address at the beginning of the year.

Other correspondence from the Committee and teaching staff may be provided to you as a paper copy and placed in the individually named, group colour-coded pockets on the verandah.

The committee and teaching staff also use other forms of communication such as Facebook, our website and Instagram.

Educational programs and information regarding the Early Years Learning Framework will be displayed on the notice boards, please check these and your child's notice pocket regularly.

The large notice board located on the verandah (near the entry) has local events, concerts, courses etc., as well as information on schools. The other notice boards have information on the kinder policies, committee contact details etc.

PARENT LIBRARY

The Library is located in the kitchen on shelving near the fridge.

There are numerous books related to a variety of parenting issues. Authors include Steve Biddulf and Dr. Chris Greene. These books are available for loan, simply fill in your details in the exercise book. Some titles are very popular, so you may have a short wait.

Also, we have many leaflets available for you to keep. Topics covered include: tantrums, sleeping/eating issues, interrupting, traveling in the car. You can help yourself to any of these leaflets or ask staff for assistance.

LOST PROPERTY

Lost property is stored in the bottom draw of the sign-in/out stand. Please check regularly.

BIRTHDAYS

We like to celebrate Children's birthdays at Pre-school and parents may send party treats for each child in the group. As the Pre-school comes under the National Quality Framework and is required to implement a healthy eating policy, we encourage parents to send non-food treats such as mini party bubbles, stickers or party whistle, etc. **There is no obligation to provide anything, we will still celebrate the day.** If your child's birthday is not on a pre-school day, we will celebrate on the nearest session.

We also ask if you are giving out party invitations to please place them in the children's notice pockets located in the entry area at the front verandah.

FUNDRAISING

Throughout the year the kinder conducts fundraising activities. The reason we fundraise is that we are only partially funded by the government. The funding we receive from them is spent on the wages of our wonderful staff. The fees we charge to you are used to cover the basic running costs of the kinder, rates, utility and telephone bills, cleaners, our bookkeeper and accountant, BAS, Superannuation, Workcover, and all our art and craft supplies, toys and books. To ensure we continue to provide a quality service now and into the future we conduct fundraising to supplement the additional costs our kinder incurs. There will be 2-3 fundraisers per term. Some examples of our fundraising include: gold coin donation for special days eg. Crazy hair, footy day etc, purchasing of goods for Easter/Christmas raffle and Bunnings BBQ. If at any time throughout the year you are able to offer any additional goods or services these would be gratefully accepted.

GARDENING ROSTER

Another way in which you can assist the kinder is through our gardening roster. Each family will be assigned one weekend during the year to come in and tidy up the kinder yard, ensuring our garden and play area remain a safe and tidy place to play.

POLICIES

Every Pre School, Kindergarten and Child care centre in Victoria is governed by a set of policies. Each year these policies are up-dated to ensure they comply with state and national legislation.

Please take the time to read the full versions of our centre policies which are available in a folder at the kindergarten and on our website: www.bimbadeenpreschool.com.au

On the following pages we have extracts of some policies and your responsibilities as a parent/guardian of a child attending our Pre School. Each of our policies begins with the following statement:

Bimbadeen Pre-School Inc is committed to Child Safety and has a zero tolerance of any form of abuse or discrimination. We will provide a safe and nurturing environment where all children, families, staff and volunteers feel supported, respected and empowered. This commitment is reflected and embedded in all our Centre policies, procedures and training.

CODE OF CONDUCT

Purpose

This policy provides guidelines to enable Bimbadeen Pre-School Inc to:

- establish the expected standards of behaviour for the Approved Provider, Nominated Supervisor, staff, contractors, volunteers, students on placement, parents/guardians and visitors
- create and maintain a child safe environment that reflects the philosophy, beliefs, objectives and values of Bimbadeen Pre-School Inc
- promote desirable and appropriate behaviour
- promote interactions at the service which are respectful, honest, courteous, sensitive, tactful and considerate.

Values

Bimbadeen Pre-School Inc:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages volunteers, students, parents/guardians and visitors to support and participate in the program and activities of the service.

Background

Codes of conduct establish standards of behaviour to be followed and define how individuals are expected to behave towards each other, towards the children in their care, and towards other organisations and individuals in the community.

The Approved Provider, Nominated Supervisor and staff have a duty of care to the children attending the service and must ensure 'that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury' (National Law: Section 167).

Responsibilities

Parents/guardians are responsible for:

- reading the *Code of Conduct Policy*
- completing and signing the Code of Conduct for parents/guardians
- abiding by the Code of Conduct for parents/guardians
- complying with all policies of the service.

Students, contractors, volunteers and visitors while at the service, are responsible for following this policy and its procedures.

COMPLAINTS AND GRIEVANCES

Purpose

This policy will provide guidelines for:

- receiving and dealing with complaints and grievances at Bimbadeen Pre-School Inc
- procedures to be followed in investigating complaints and grievances.

Note: This policy does not address complaints relating to staff grievances or employment matters. The relevant awards provide information on the management of such issues.

Values

Bimbadeen Pre-School Inc is committed to:

- providing an environment of mutual respect and open communication, where the expression of opinions is encouraged
- complying with all legislative and statutory requirements
- dealing with disputes, complaints and complainants with fairness and equity
- establishing mechanisms to promote prompt, efficient and satisfactory resolution of complaints and grievances
- maintaining confidentiality at all times.

Background

Complaints or grievances may be received from anyone who comes in contact with Bimbadeen Pre-School Inc including parents/guardians, volunteers, students, members of the local community and other agencies.

In most cases, dealing with complaints and grievances will be the responsibility of the Approved Provider. All complaints and grievances, when lodged, need to be initially assessed to determine whether they are a general or a notifiable complaint.

Responsibilities

Parents/guardians are responsible for:

- raising a complaint directly with the person involved, in an attempt to resolve the matter without recourse to the complaints and grievances procedures
- communicating (preferably in writing) any concerns relating to the management or operation of the service as soon as is practicable
- raising any unresolved issues or serious concerns directly with the Approved Provider, via the Nominated Supervisor/educator or through the Grievances Subcommittee/investigator
- maintaining complete confidentiality at all times
- co-operating with requests to meet with the Grievances Subcommittee and/or provide relevant information when requested in relation to complaints and grievances.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

CHILD SAFE ENVIRONMENT

Purpose

This policy provides a clear set of guidelines and procedures for Bimbadeen Preschool Inc to:

- provide a safe environment for all children which ensures their safety, health and wellbeing
- promote the cultural safety of all children

- identify, reduce and remove risks of child abuse
- intervene when a child may be at risk of abuse or neglect
- involve children in child safety including listening to children and incorporating their views about how to provide a safe environment
- make staff aware of their legal and duty of care obligations to report child abuse and neglect

Values

Bimbadeen Preschool Inc

- is committed to the rights of all children to feel safe, and be safe at all times, including:
- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and linguistically diverse backgrounds
- promoting the safety of children with a disability
- values, respects and cares for children
- fosters opportunities for each child to participate, express their views and to learn and develop
- always acts in the best interests of each child and has zero tolerance of child abuse
- takes all reasonable steps to ensure the health, safety and wellbeing of children at all times, whilst also promoting their learning and development
- actively manages the risks of abuse or harm to each child, including fulfilling our duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- continuously improves the way our service identifies risks of and responds to child abuse, and encourages reporting and improved responses to allegations of abuse.

Responsibilities

Parents/guardians are responsible for:

- reading and complying with this policy
- reporting any concerns, including in relation to potential child abuse, to the appropriate child protection authorities or the police if immediate police attention is required
- abiding by the service's *Code of Conduct.*

Contactors, volunteers and students, while at the service, are responsible for following this policy and its procedures.

FEES

Purpose

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- ensuring the viability of Bimbadeen Pre-School Inc, by setting appropriate fees and charges
- the equitable and non-discriminatory application of fees across the programs provided by Bimbadeen Pre-School Inc.

Values

Bimbadeen Pre-School Inc is committed to:

- providing responsible financial management of the service, including establishing fees that will result in a financially viable service, while keeping user fees at the lowest possible level
- providing a fair and manageable system for dealing with non-payment and/or inability to pay fees/outstanding debts
- ensuring there are no financial barriers for families wishing to access an early childhood program for their child/children
- maintaining confidentiality in relation to the financial circumstances of parents/guardians
- advising users of the service about program funding, including government support and fees to be paid by parents/guardians
- providing equitable access for families eligible for the Kindergarten Fee Subsidy.

Background

The Department of Education and Training (DET) provides funding for each child who is enrolled and attending a funded kindergarten program in the year before school.

Income from other sources, primarily fees, is required to meet all the additional costs incurred by the service in the delivery of the children's program. In addition, the Kindergarten Fee Subsidy enables eligible children to attend a funded kindergarten program free of charge in the year before school.

DET also funds Early Start Kindergarten for three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs as outlined in *The Kindergarten Funding Guide*.

DET requires that funded services have a comprehensive written fees policy, and the content of this policy must be communicated to families. The policy must include a written statement about the fees to be charged, as required under Regulation 168(2)(n), and the payment process. All families must be informed of applicable term and annual fees at the time of enrolment.

Responsibilities

Parents/guardians are responsible for:

- reading the Bimbadeen Pre-School Inc Fee information for families, the Fee Payment Agreement and the Statement of Fees and Charges
- signing and complying with the Fee Payment Agreement
- notifying the Approved Provider if experiencing difficulties with the payment of fees
- providing the required documentation to enable the service to claim the Kindergarten Fee Subsidy for eligible families.

HYGIENE

Purpose

This policy will provide guidelines for procedures to be implemented at Bimbadeen Pre-School Inc to ensure:

- effective and up-to-date control of the spread of infection
- the provision of an environment that is safe, clean and hygienic.

Values

Bimbadeen Pre-School Inc is committed to protecting all persons from disease and illness by minimising the potential for infection through:

- implementing and following effective hygiene practices
- implementing infection control procedures to minimise the likelihood of cross-infection and the spread of infectious diseases and illnesses to children, staff and any other persons in attendance at the service
- fulfilling the service's duty of care requirement to ensure that those involved with the service are protected from harm
- informing educators, staff, volunteers, children and families about the importance of adhering to the *Hygiene Policy* to maintain a safe environment for all users, and communicating the shared responsibility between all involved in the operation of the service.

Background

Infections are common in children and often lead to illness. A person with an infection may or may not show signs of illness and, in many instances, the infectious phase of the illness may be in the period before symptoms become apparent, or during the recovery phase. While it is not possible to prevent all infections in education and care environments, services can prevent or control the spread of many infectious diseases by adopting simple hygiene practices.

An infection can be spread when an infected person attends the service premises and contamination occurs. A service can contribute to the spread of an infection through poor hygiene practices that allow infectious organisms to survive or thrive in the service environment.

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The three most effective methods of infection control are:

- effective hand washing
- exclusion of sick children, staff and visitors
- immunisation.

Other strategies to prevent infection include:

- cough etiquette
- appropriate use of gloves
- effective cleaning of the service environment.

Responsibilities

Parents/guardians are responsible for:

- keeping their child/ren home if they are unwell or have an infectious disease that requires their exclusion from the education and care service
- informing the service if their child has an infectious disease
- supporting this policy by complying with the hygiene practices when attending the service or when assisting with a service program or activity
- encouraging their child/ren to develop and follow effective hygiene practices at all times, including handwashing on arrival at the service.

INCIDENT, INJURY, TRAUMA and ILLNESS

Purpose

This policy will define the:

- procedures to be followed if a person is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma
- responsibilities of staff, parents/guardians and the Approved Provider when a person is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma
- practices to be followed to reduce the risk of an incident occurring at the service.

Values

Bimbadeen Pre-School Inc is committed to:

- providing a safe and healthy environment for all children, staff, volunteers, students on placement and any other persons participating in or visiting the service
- responding to the needs of an injured, ill or traumatised person at the service
- preventing injuries and trauma
- preventing the spread of illness through simple hygiene practices, monitoring immunisation records and complying with recommended exclusion guidelines
- maintaining a duty of care to children and users of Bimbadeen Pre-School Inc.

Background

People responsible for managing early childhood services and caring for children have a duty of care towards those children. All service staff have a responsibility and a duty of care to act to prevent accidents and emergencies at the service.

Responsibilities

When there is a medical emergency, educators will:

- call an ambulance, where necessary
- administer first aid, and provide care and comfort to the child prior to the parents/guardians or ambulance arriving
- implement the child's current medical management plan, where appropriate
- notify parents/guardians as soon as is practicable of any serious medical emergency, incident or injury concerning the child, and request the parents/guardians make arrangements for the child to be collected from the service and/or inform the parents/guardians that an ambulance has been called
- notify other person/s as authorised on the child's enrolment form, if the parents/guardians are not contactable
- ensure ongoing supervision of all children in attendance at the service
- accompany the child in the ambulance when the parents/guardians are not present, provided that staff-to-child ratios can be maintained at the service
- notify the Approved Provider of the medical emergency, incident or injury as soon as is practicable
- complete and submit an incident report to DET, the Approved Provider and the service's public liability insurer following a serious incident.

When a child develops symptoms of illness while at the service, educators will:

- ensure that the Nominated Supervisor, or person in day-to-day care of the service, contacts the parents/guardians or authorised emergency contact for the child to outline the signs and symptoms observed
- request that the child is collected from the service if the child is not well enough to participate in the program
- ensure that they separate the child from the group and have a staff member remain with the child until the child recovers, a parent/guardian arrives or another responsible person takes charge
- call an ambulance if a child appears very unwell or has a serious injury that needs urgent medical attention
- ensure that the child is returned to the care of the parent/guardian or authorised emergency contact person as soon as is practicable
- ensure that, where medication, medical or dental treatment is obtained, the parents/guardians are notified as soon as is practicable and within 24 hours, and are provided with details of the illness and subsequent treatment administered to the child
- ensure that the Approved Provider is notified of the incident
- ensure that the *Incident, Injury, Trauma and Illness Record* is completed as soon as is practicable and within 24 hours of the occurrence.

Parents/guardians are responsible for*:*

- providing authorisation in their child's enrolment record for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service
- payment of all costs incurred when an ambulance service is called to attend to their child at the service
- notifying the service, upon enrolment or diagnosis, of any medical conditions and/or needs, and any management procedure to be followed with respect to that condition or need
- ensuring that they provide the service with a current medical management plan, if applicable
- collecting their child as soon as possible when notified of an incident, injury or medical emergency involving their child
- informing the service of an infectious disease or illness that has been identified while the child has not attended the service, and that may impact on the health and wellbeing of other children, staff and parents/guardians attending the service
- being contactable, either directly or through emergency contacts listed on the child's enrolment form, in the event of an incident requiring medical attention
- signing the *Incident, Injury, Trauma and Illness Record*, thereby acknowledging that they have been made aware of the incident
- notifying the service by telephone when their child will be absent from their regular program
- notifying staff/educators if there is a change in the condition of their child's health, or if there have been any recent accidents or incidents that may impact on the child's care e.g. any bruising or head injuries.

NUTRITION, ORAL HEALTH and ACTIVE PLAY

Bimbadeen Pre School Inc acknowledges the importance of healthy eating, oral health and physical activity and its contribution to good health and overall wellbeing.

This policy provides guidelines to:

- promote a healthy lifestyle and support children, staff, educators and families at the service to eat nutritious food, maintain oral health and participate in physical activity and active play
- ensure national and state guidelines and recommendations about nutrition, oral health and physical activity are met
- ensure that the dietary and cultural needs of children and families are taken into consideration when planning menus and implementing nutrition, oral health and active play activities.

Values

Bimbadeen Pre School Inc is committed to:

- creating policies and practices that promote a healthy lifestyle and ensure national and state guidelines and recommendations about safe food preparation, nutrition, oral health and physical activity are met
- ensuring the buildings, grounds and facilities enable healthy eating, oral health and active play
- creating a culture in which all community members are respectfully supported to eat healthily, maintain good oral health and be active
- providing children with formal and informal opportunities to learn about food, nutrition, oral health and health messages about physical activity
- ensuring staff and educators have access to resources and support for their own healthy eating, oral health and physical activity
- engaging families, the service community and expert organisations in the promotion and implementation of healthy eating, oral health and active play initiatives.

Background

There are many benefits to promoting a healthy lifestyle in early childhood education and care settings, including the positive impact this has on each child's learning and development. Being made aware of positive eating behaviour, oral hygiene practices and the importance of physical activity from an early age can instil good habits that will remain throughout a person's life. Staff are well placed to build this awareness among children and their families, while respecting lifestyle choices, and cultural and religious values.

Responsibilities

Parents/guardians are responsible for:

- complying with the requirements of this policy
- providing details of specific nutritional/dietary requirements, including the need to accommodate cultural or religious practices or food allergies, on their child's enrolment form, and discussing these with the Nominated Supervisor prior to the child's commencement at the service, and if requirements change over time
- communicating regularly with educators/staff regarding children's specific nutritional requirements and dietary needs, including food preferences
- encouraging their child/ren to drink an adequate amount of water (preferably tap water), and discouraging 'discretionary' drinks
- providing healthy, nutritious food for snacks/meals, including fruits and vegetables
- providing healthy, nutritious food, including fruits or vegetables for sharing at morning or afternoon tea, where applicable

- providing nutritious food and drinks for celebrations, fundraising activities and service events, consistent with service policy
- encouraging children to exercise by engaging in active play, and walking or riding a bike to the service where appropriate
- dressing their child/ren so they can engage safely in active play.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

SUN PROTECTION

Purpose

This policy will provide:

- guidelines to ensure children, staff, volunteers and others participating in Bimbadeen Pre-School programs and activities are well protected from overexposure to ultraviolet (UV) radiation from the sun
- information for parents/guardians, staff, volunteers and children attending Bimbadeen Pre-School regarding sun protection.

Values

Bimbadeen Pre-School Inc is committed to:

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

This policy will apply whenever the sun's UV levels reach three or higher. Whenever this occurs a combination of sun protection measures are to be used for all outdoor activities.

Background

Over exposure to the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world.

Children up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is associated with an increased risk of skin cancer later in life.

Responsibilities

Parents/guardians are responsible for:

- providing a named, SunSmart approved sunhat for their child's use at the service
- applying sunscreen to their child before the commencement of each session during the times specified in this policy
- providing written authority for staff to apply sunscreen to their child
- 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.

ADMINISTRATION OF FIRST AID

Purpose

This policy will provide guidelines for the administration of first aid at Bimbadeen Pre-School Inc.

Values

Bimbadeen Pre-School Inc is committed to:

- providing a safe and healthy environment for all children, educators, staff and others attending the service
- providing a clear set of guidelines in relation to the administration of first aid at the service
- ensuring that the service has the capacity to deliver current approved first aid, as required.

Background

First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

Responsibilities

Parents/guardians are responsible for:

- providing the required information for the service's medication record
- providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required
- being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.

DELIVERY AND COLLECTION OF CHILDREN

Purpose

This policy will provide clear guidelines to ensure the safe delivery and collection of children attending Bimbadeen Pre-School Inc

Values

Bimbadeen Pre-School Inc is committed to:

- ensuring the safe delivery and collection of children being educated and cared for at the service
- meeting its duty of care obligations under the law.

Background

A duty of care exists at all times the child is attending a children's service. In addition, the service has a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian.

Responsibilities

Parents/guardians are responsible for:

- completing and signing the authorised nominee section of their child's enrolment form before their child attends the service
- signing and dating permission forms for excursions
- signing the attendance record as their child arrives at and departs from the service
- ensuring educators are aware that their child has arrived at/been collected from the service

- collecting their child on time at the end of each session/day
- alerting educators if they are likely to be late collecting their child
- providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record
- supervising their own child before signing them into the program and after they have signed them out of the program
- familiarising themselves with the service's *Road Safety and Safe Transport Policy*
- supervising other children in their care, including siblings, while attending or assisting at the service
- paying a late-collection fee if required by the service's *Fees Policy*.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts

health

Public Health and Wellbeing Regulations 2009

Schedule 7

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 from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	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. 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
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 facility
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 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 the 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 (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Statutory rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:
(a) specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7; or
(b) specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs marked in **bold** with an asterisk (*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Section on 1300 651 160 or visit ideas.health.vic.gov.au

State Government Victoria

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