



2025

Information Handbook

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South Morang Preschool Association Philosophy

Mill Park Lakes – Stables – South Morang Riverside – South Morang Reid St

South Morang Preschool Association acknowledges Aboriginal and Torres Strait Islander people as the First Peoples of this nation and the Traditional Owners of the land on which we work, play, and learn. We recognise their continuing connection to culture, land, water, and community. We pay our respects to Elders past, present, and emerging.

Our services are located on the land of the Wurundjeri People.

We value the semi-rural natural environment of our community and acknowledge that our role as educators extends to promoting sustainable practice and care for the environment in order to preserve our natural resources for future generations.

Piaget informs us that “Play is the work of childhood”.

We provide dynamic teaching environments, that enable all children to participate in a unique and challenging play based educational program.

Risky play is valued as one of many opportunities for children to develop self-agency, and responsibility. As the children learn to understand their environment, they become confident to explore and take appropriate risks in their play, associated with their age and stage of development.

Children are seen as being capable, confident, and involved learners when nurtured and empowered.

We will promote an environment for discovery and curiosity where children can explore their ideas and pursue their questions as they facilitate their own learning.

We respect each child’s individuality and cultural background, value each family’s participation in the program and work in partnership with families to provide the best outcomes for their child. Families are recognised and respected as children’s first and primary educators. We see each child as unique and capable, having their own interests, values, skills, ideas, and talents that have been developed since birth in the context of their families, culture, relationships, and experiences.

Within our services we ensure equity of access and inclusive practices for all children, their families, and the wider community in a meaningful and respectful manner.

The Child Safe Standards underpin our values, practice, and policies. Children are provided with opportunities to build their individual strengths, interests, and self-esteem.

Maslow’s hierarchy of needs informs our practice that children learn and develop to their full potential when they feel safe, secure, and respected.

We instil in our children the thought that they can be whatever they want to be where fun, and laughter fill the air.

“tell me and I forget
teach me and I remember....
involve me and I learn.”

Benjamin Franklin

COMMITMENT TO CHILD SAFETY

South Morang Preschool Association is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

South Morang Preschool Association has zero tolerance for child abuse.

South Morang Preschool Association 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 South Morang Preschool Association 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 its planning, decision-making and operations South Morang Preschool Association will

- ◇ Take a preventative, proactive and participatory approach to child safety.
- ◇ Value and empower children to participate in decisions which affect their lives.
- ◇ Foster a culture of openness that supports all persons to safely disclose risks of harm to children.
- ◇ Respect diversity in cultures and child rearing practices while keeping child safety paramount.
- ◇ Provide written guidance on appropriate conduct and behaviour towards children.
- ◇ Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development.
- ◇ 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.
- ◇ Report suspected abuse, neglect, or mistreatment promptly to the appropriate authorities.
- ◇ Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk.
- ◇ Value the input of and communicate regularly with families and carers.

Mill Park Lakes Preschool

280 Gordons Road. South Morang

Phone: 9437 9412

Email: south.morang.lakes.kin@kindergarten.vic.gov.au

3-Year-Old – 15 hours

Group Name	Days	Session times
Lyrebird 15 hours	Tuesday Thursday Friday	9.00am – 2.00pm 9.00am – 2.00pm 9.00am – 2.00pm
Koala – Red 15 hours	Monday Tuesday Wednesday	9.15am – 2.15pm 9.15am – 2.15pm 9.15am – 2.15pm
Koala – Blue 15 hours	Monday Wednesday Thursday	9.15am – 2.15pm 9.15am – 2.15pm 9.15am – 2.15pm
Koala – Purple 15 hours	Monday Tuesday Thursday	9.15am – 2.15pm 9.15am – 2.15pm 9.15am – 2.15pm
Koala – Green 15 hours	Tuesday Wednesday Thursday	9.15am – 2.15pm 9.15am – 2.15pm 9.15am – 2.15pm

4-Year-Old – 15 hours

Group Name	Days	Session times
Parrot 15 hours	Monday Wednesday	8.30am – 4.00pm 8.30am – 4.00pm
Emu – Red 15 hours	Monday Tuesday Thursday	9.30am – 2.30pm 9.30am – 2.30pm 9.30am – 2.30pm
Emu – Blue 15 hours	Monday Wednesday Thursday	9.30am – 2.30pm 9.30am – 2.30pm 9.30am – 2.30pm
Emu – Purple 15 hours	Monday Wednesday Friday	9.30am – 2.30pm 9.30am – 2.30pm 9.30am – 2.30pm
Emu – Green 15 hours	Tuesday Wednesday Friday	9.30am – 2.30pm 9.30am – 2.30pm 9.30am – 2.30pm
Emu – Yellow 15 hours	Tuesday Thursday Friday	9.30am – 2.30pm 9.30am – 2.30pm 9.30am – 2.30pm

The Stables

The Stables Kindergarten

284 Childs Road, Mill Park

Phone: 9404 1419

Email: the.stables.kin@kindergarten.vic.gov.au

3-Year-Old – 8 hours

Group Name	Days	Session times
Wombat 8 hours	Monday Wednesday	8.15am – 12.15pm 8.15am – 12.15pm

4-Year-Old – 15 hours

Group Name	Days	Session times
Rosella 15 hours	Tuesday Friday	8.30am – 4.00pm 8.30am – 4.00pm
Galah 15 Hours	Monday Wednesday Thursday	12.45pm – 4.30pm 12.45pm – 4.30pm 8.30am – 4.00pm

South Morang Preschool - Riverside

8 Doreen Rogen Way, South Morang

Phone: 9404 1855

Email: south.morang.riverside.kin@kindergarten.vic.gov.au

3-Year-Old – 15 hours

Group Name	Days	Session times
Possum 15 hours	Monday Wednesday Friday	9.15am – 2.15pm 9.15am – 2.15pm 9.15am – 2.15pm

4-Year-Old – 15 hours

Group Name	Days	Session times
Kangaroo 15 hours	Tuesday Thursday	8.30am – 4.00pm 8.30am – 4.00pm

South Morang Preschool – Reid St

75 Reid Street. South Morang

Phone: 9404 1855

Email: south.morang.kin@kindergarten.vic.gov.au

3 / 4-Year-Old – 15 hours

Group Name	Days	Session times
Eagle 15 hours	Monday Wednesday Thursday	8.45am – 1.45pm 8.45am – 1.45pm 8.45am – 1.45pm

Term Dates 2025

Sessional kindergartens operate within the school terms.

The Victorian School Term Dates for 2025 are:

Term 1	28 th January - 4 th April
Term 2	22 nd April - 4 th July
Term 3	21 st July - 19 th September
Term 4	6 th October - 19 th December

Source: <http://www.education.vic.gov.au/about/keydates/termdates.htm>

Public Holidays

The kindergarten will be closed during all public holidays. Public holidays for 2025 are:

Term 1	Labour Day	Monday 10 th March
Term 2	Easter Monday	Monday 21 st April
	ANZAC Day	Friday 25 th April
	King's Birthday	Monday 9 th June
Term 3	AFL Grand Final Holiday	TBA
Term 4	Melbourne Cup Day	Tuesday 4 th November

Code of Conduct - Parents, Guardians & Visitors

I commit to contributing to creating an environment at South Morang Preschool Association's kindergarten sites that:

- 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 parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

Relationships with children

In my relationships with children, I commit to:

- being a positive role model at all times.
- encouraging children to express themselves and their opinions.
- allowing children to undertake experiences that develop self-reliance and self-esteem.
- maintaining a safe environment for children
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to each child's cultural values
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

Relationships with the approved provider, persons with management and control, nominated supervisor, staff and others.

In my relationships with the approved provider, nominated supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

- reading and abiding by the *Code of Conduct policy*
- developing relationships based on mutual respect.
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the *Privacy and Confidentiality policy*.
- following the directions of staff at all times
- treating the early childhood environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently.
- raising any complaints or grievances in accordance with the *Compliments and Complaints Policy*.

Important Information

To ensure all parents are aware of the important facts and responsibilities we must adhere to throughout your year with us, please be sure to read this information book. This page will breakdown into dot point areas of concern management and staff would like to ensure you are aware of.

Pickup and drop off

- Staff are required by law to report any areas they feel a child safety has been placed in danger. This includes.
 - Children not wearing helmets when riding a bike to kinder.
 - Children not being restraining correctly in a car.
 - Children being left unattended in a parked car while parents complete the pickup or drop off.
- Picking up on time is important for the child emotionally and for the service and staff to operate effectively. All parents must be aware that if a child has not been collected and no contact with staff has been established.
 - Within the first 5 minutes staff will attempt to contact parents and authorised emergency contacts. If this is unsuccessful.
 - After 10 minutes the Nominated supervisor and Approved provider of the service will be contacted.
 - If after 30 minutes staff have not established contact with an authorised person that has made plans to collect the child, we are required to contact the police and/or Child First.
- You must nominate who is collecting your child at the end of the session when you are signing in each session. The person nominated must be an authorised nominee on your enrolment form.

Illnesses and Attendance

- Illnesses are a common occurrence throughout most kinder years however South Morang Preschool Association sites disinfect and clean continually to help manage the spread of any illnesses. To assist us managing the spread of illnesses and as part of protocols set by the Department of Health, we ask all families to adhere to the requirement that;
 - If your child is unwell with vomiting and/or diarrhea they do not return to the service prior to 48hrs after the last episode.
 - Children do not attend if they have a fever or require medication to manage a fever, have a heavy nasal discharge, sore throat, lice or are just generally unwell.
 - Parent are required to notify the service of any infectious illnesses as soon as possible.

Code of Conduct

- All adults attending the service must be familiar with and adhere to the Code of Conduct. This code outlines the behavior's we expect everyone to follow, and the expectation staff have of how they and the children are addressed and treated.
- Staff's main priority is the health, safety, and wellbeing of our students. While students are in their care staff are not able to focus on parents like they could in a one-on-one meeting. If you have anything you would like to discuss with staff, we ask that you approach them at a convenient time and request a meeting when they are not working directly with or supervising the collection of children.

Requirements

- There are several regulations we must follow that could affect your child attendance at kindergarten. If any of the following are not onsite or up to date your child will not be able attend until the issue is resolved.
 - **Medication**, for children with illnesses that require medication you must ensure the service is provided with medication that stays onsite. This includes Epi Pens, Asthma pump or any other required medication.
 - **Immunisation statement**, you are required by law to provide us with an update immunisation statement at enrolment and update this throughout the year to secure your child's continued attendance.

General Information

Arrival and Departure

Please be punctual.

Try not to bring children early or pick them up late as staff will have a great deal of preparation and cleaning to do, both before and after sessions. Children can also become very distressed when they are the last to be collected. If special circumstances occur and you are detained or unable to collect your child at the normal time, please telephone the kindergarten and let staff know immediately.

Refer to the Delivery and Collection of Children Policy for the procedure we must follow in the event a child is not collected from kinder. This policy outlines the timeframes and steps we are required to take until the child is collected.

Before and after the session parents must.

- Supervise any child in their care if they attend the center prior to the commencement or conclusion of the program.
- Supervise any child in their care once they have been signed out in the attendance book.
- Supervise any child/ren that are not enrolled in the program operating at that time, for example siblings of the child enrolled in the program.

We ask parents to ensure that children are brought into the **care of their teacher** by a responsible person (at least 18 years of age unless otherwise organised with staff) and similarly collected after the session. Upon entering the kindergarten, the person responsible for the child must enter the following details in the Daily Attendance Book:

- Write the current time
- Sign their name and the name of the person collecting the child, print clearly
- If the person collecting the child is unfamiliar to the teacher a form of I.D may be requested

It is important that the teacher knows who is collecting your child, as your child will not be released into the care of another person unless staff are authorised to do so.

The name of the person authorised to collect a child must be:

- Recorded on the Enrolment Form, completed at the beginning of the year; or
- Entered on the day in the Daily Attendance Book with details of relationship with child and the teacher informed; or
- Indicated by a phone call during the session in the case of unforeseen problems arising.

The parents/guardians/authorised persons/carers are responsible for:

Ensuring the child/ren's enrolment form includes details of persons who have lawful authority to collect the child/ren (usually the parents/guardians) and any other persons authorised to collect the child/ren.

- Completing the attendance book on arrival and departure as per the requirements.
- Ensuring staff are aware that the child has arrived/or been collected from the center.
- Ensuring that the gate/door is securely closed behind.

Parental involvement

- Reading information provided from the centre, this can include information handbooks, newsletters, policies, children's program, noticeboard displays etc.
- Participating in centre events, for example fundraising events, garden maintenance, the children's program and committee positions.
- Communicating information about your child/ren with staff, including significant events in the child's life, such as the arrival of a new baby, grandparents visiting from overseas.
- Contributing feedback and ideas for the children's program.
- Further information is provided on page 12 - "Parent and Family Participation".

In general

- The centre and staff are responsible for the children that are enrolled and signed in, that is those children attending the children's program.
- Parents/guardians, and other persons attending with children not enrolled in the program, are responsible for supervision of their children at all times. This is particularly important, for example, during outdoor time as the climbing equipment may be set-up for four- to five-year-old's and could be hazardous for younger siblings.
- Adults are responsible for all children who accompany them, for example while on duty, drop off and pickup time, ensuring they do not inhibit or disrupt the program in any way
- Parents/guardians must clean up after their children and leave all areas as they were found.
- Staff may ask parents/guardians to remove children not enrolled and signed into the program if they are disturbing the program.
- Parents/guardians will also be responsible for children's behaviour when attending other activities and the child is not signed into the program, for example Easter day, family nights etc.

Communication

All families will be allocated an information pocket at the beginning of the school year. You will need to check this pocket weekly as most written communication will be received via this pocket. You will also be asked to join StoryPark the online platform that teachers will use to communicate with you. In the case of an emergency or where immediate pickup of your child is required, we will use a bulk SMS notification.

Often additional notices will be put on the notice board near the front entrance. Information about the preschool program is displayed near the entrance.

There will be opportunities throughout the year to speak to the teacher about your child's progress. This can take the form of informal discussions, phone calls or prearranged interviews. Please remember that staff are working with children and cannot engage in lengthy discussions during sessions.

What to Bring

Snack and Lunch Time

All children are required to bring their own healthy lunch and snacks in an **easy to open** container and a water bottle containing **water only**. We ask parents to ensure that their children can open these containers independently.

Please ensure lunchboxes and drink bottles are clearly labeled with your child's name.

All children attending South Morang Preschool will have lunch, snack/fruit time throughout their session. All food sent to kinder should follow our Healthy Eating and Nutrition Policy.

The kindergarten encourages the use of reusable containers.

Snack suggestions: Fruit - prepared the way your child prefers or
Vegetables - carrots, celery sticks, etc. or
Biscuits and cheese or
Sandwiches

Parents are encouraged to adhere to our Healthy Eating Policy and minimize packaged foods.

Parents will be advised throughout the year of foods they are **discouraged** from sending to minimize the risk to children who suffer anaphylaxis and allergies. Refer to the information in the foyer regarding current foods that may cause allergic reactions to the children attending.

The following foods require consideration before they are added to your child's lunchbox for reasons of choking, allergy risks or spoiling due to lack of refrigeration.

- Nuts, popcorn, chips, or corn chips as they are choking hazards.
- **Dairy foods (yoghurt, yo-go's etc.) without ice pack included.**
- Food in tins, as these are unsafe.
- Cordial, fruit juice, soft drinks, etc. (Children drink water at kindergarten)

Sun Protection

Hats: South Morang Preschool provide each child with their own legionnaire style hat to keep at kinder.

Sunscreen: It is the parents' responsibility to apply sunscreen to their child prior to all preschool sessions. Sunscreen will be provided at the preschool where children are encouraged to apply it themselves. If your child is sensitive or allergic to any sunscreens, please provide a suitable brand to the staff with **your child's name clearly written on it**. On hot days, session times will remain as scheduled. However, parents may pick their child up early at their own discretion.

Clothing

Washable play clothes are recommended for kindergarten. Protective smocks are worn for many of the activities and normal happy play often means messy children! **Please provide an extra set of clothes in your child's bag in case they need to be changed at kindergarten.**

If you are going out after kindergarten, it is a good idea to bring a change of clothes with you. Please consider the clothes your child wears to kindergarten as staff will not discourage messy play to protect clothing of any sort. Also, coats with long cords / ties on the bottom can catch on play equipment. Thongs, open toed sandals and crocs/scuffs should not be worn they are unsafe and are unsuitable footwear for children at kindergarten.

All removable clothing (hats, jumpers, coats, etc.) should be clearly marked with your child's name. We sometimes take our shoes off for indoor and outdoor play, so it is helpful if children wear shoes that they can manage themselves.

Coats and Bags

Your child will need a backpack big enough to hold their snack/lunch, a change of clothes and any work they are taking home with them. Each child will be allocated a coat hook/locker in the kindergarten to store their bag and jacket. Please ensure your child has a coat/raincoat during the colder months.

Birthdays

At our kindergarten we encourage parents to come along and share their child's birthday. If you intend celebrating your child's birthday with other children, 33 cupcakes or one large cake only is recommended. You will need to provide a list of ingredients at the sign-in book 1 session prior to the cake being served. If this is not possible and can only be provided on the day the children will be given the cake at the end of the session to take home with them. Alternatively, ice-cream cake or Coles/Woolworths cupcakes are often used and staff are aware of the ingredients.

It is the parent's responsibility to assist the birthday child with distributing any type of lolly bag at the end of the kinder session.

South Morang Preschool employs a healthy eating policy that discourages the distribution of lolly bags for children's birthdays. Sharing of cake during class is a cherished experience and as we can have multiple birthdays in a week or day also makes a cake a more suitable option.

If lollies are bought to kinder we recommend a Chupa Chups or milk chocolate frog. Parents with children who have allergies or illnesses that effect their ability to participate in eating cake or lollies will be ask to provide a treat box of alternative special treats for us to give your child.

Common allergens in Lolly bags: Latex balloons, Peanuts, Gluten and Dairy.

Excursions / Incursions

Incursions and excursions that complement the preschool program are chosen during the year. They are educational experiences, which extend and consolidate the work we do at kindergarten. As all excursions are valuable learning opportunities it is hoped that you will permit your child to attend. Prior to each excursion a permission slip will be sent home and must be returned before your child will be allowed to participate.

We encourage all parents to be involved in excursions.

Children's Work

Work completed by the children will be placed in their group's Work Box. Items that are still wet at the end of a session will be left to dry until the following session. Parents may collect their child's artwork as they leave. The work can be located on tables or in boxes in the foyer.

Pets

We feel it is beneficial for the children to learn about animals and their need for love and care. Each kinder room will often have different animals and insects as pets. We encourage you to bring food for our pets and help with their care each day.

We also have animals visiting our kinder from time to time as this enhances our kindergarten program by adding to the enjoyment of learning and fostering natural inquisitiveness about the world and its creatures.

Library

3 and 4-Year-Old groups

Once the children have settled into the preschool routine a library book will be sent home each week (provided your child has returned his/her previous book). Parent volunteers may be required from each group to assist with the changeover of library books. There is no charge for the library, however, if books are lost or damaged, we request that you replace them.

Program Participation

We appreciate the time parents spend at the kindergarten. Parents can be involved in their child's education in several ways. Children benefit when parents and early childhood professionals work in partnership during their child's education. Genuine partnerships occur when families and early childhood educators value each other's knowledge of the child, communicate freely and respectfully and share information about the child.

Parents can also be involved by participating in the operation of the kindergarten program. A few of the ways are: -

- Helping during kindergarten sessions- such as reading stories, joining in, and extending children's imaginative play, singing, playing board games.
- Sharing your skills with children – such as cooking, art, woodwork, gardening, music.
- Involvement in service management by joining the Committee of Management.

We believe in providing an open, welcoming, and safe environment and that together with staff, all parents/guardians and volunteers play a crucial and valuable role in the effective operation of the center and in enriching the children's program. We acknowledge that without parents'/guardians' support, participation and contribution, our preschool could not operate.

Our Code of Conduct for parents/guardians and volunteers outlines the practices and behaviors we require all adults working and volunteering at our center to follow and the responsibilities they have when engaging in parent duty. It does not provide all the answers but is a broad outline of behavioral principles, expectations, and ideals we have for parents. We also place much importance on confidentiality and the privacy of the children and families and hope you maintain and respect this when on duty. Refer to Private Policy Statement.

Committee of Management

The Parent's Committee is elected at the Annual General Meeting held in November each year. The committee meets 5 time a year and is responsible for the overall administration of the preschool.

The committees' responsibilities include the general operation of the preschool including:

- Policy development
- Payment of wages
- Budget setting and control
- Fundraising
- Enrolments
- Newsletter
- Grants

We encourage parents to attend the meetings, as it would be of great benefit for you to understand what is involved in running the kindergarten.

Washing Roster

During the year you may be asked to take a turn washing the smocks, tea-towels etc. used in the kindergarten.

What We Can Use

The children gain pleasure from collage, particularly constructing their creations from a variety of materials. Many of the materials used for such activities include colored paper, cardboard, wood scraps, computer paper, samples of carpet tiles, boxes, margarine, and yoghurt containers, etc. We ask parents to bring these items to kindergarten for our Useful Box.

Please do not send cereal boxes, egg cartons or muesli bar packages that may contain traces of nuts/eggs that can cause allergic reactions in some children.

Centre Closures

Throughout the year you will be advised of any center closures by newsletter, Storypark, text and signage, 2 weeks prior to the closure. These closures are for reasons such as, all staff training days or planning days required to ensure your child's preschool program is of the highest standard.

Occasionally you may receive a text alert from **SMPreschool** to advise kinder has been canceled as a reaction to an emergency event such as flooding/fire or due to illness of staff where a suitable replacement could not be found.

Absences and Illness

Absences: (Holidays and Ill Health)

If your child is going to be absent from kindergarten or has an infectious disease, we would appreciate notification. Please keep your child at home if he/she is not well, **even if he/she wants to come to preschool**. Infection spreads rapidly amongst young children. In fairness to others, a child should not attend if they have:

- A heavy nasal discharge
- Sore throat
- Vomited or Diarrhea within 24 hours

Children should only come to preschool if they are well enough to participate fully, i.e., play outside

Infectious and Communicable Diseases

The Teacher must be notified if a child is going to be absent due to illness or if the illness is something that could be spread throughout the kinder.

• chicken pox	• impetigo (school sores)	• ringworm	• trachoma
• conjunctivitis	• leprosy	• rotavirus	• tuberculosis
• diphtheria	• measles	• rubella	• typhoid
• giardiasis (diarrhoea)	• meningococcal infection	• scabies	• whooping cough
• head lice	• mumps	• shigella	• COVID - 19
• hepatitis	• poliomyelitis	• streptococcal infection (including scarlet fever)	

The “Communicable Diseases Exclusion Table” *Published by the Communicable Diseases Section, Victorian Government Department of Human Services 2009* can be found at page 20.

Administration of Medications

- Ensuring any medication to be administered is recorded in the medication book provided at the centre. Where a child requires long-term treatment of a condition that requires medication or a child requires emergency medication, parents/guardians may authorise the administration of the medication for a defined period (up to six months), providing a current medical management plan that defines the conditions for administration is provided.
- Ensuring medications to be administered at the centre are provided in their original container, bearing the original label, instructions, and the expiry date.
- Physically handing the medication to a staff member and informing them of the appropriate storage for the medication provided.
- Labelling non-prescription medications and over-the-counter products (for example sun block, nappy creams) clearly with the child’s name. The instructions and use-by-dates should be visible.
- Ensuring that no medication or over-the-counter products such as sun block are left in a child’s bag or locker.
- Ensuring their child’s enrolment details are up-to-date and provide current details of persons who have lawful authority to request or permit the administration of medication.

Anaphylaxis

Anaphylaxis is a severe, life-threatening allergic reaction. Up to two per cent of the general population and up to five per cent of children are at risk. The most common causes in young children are eggs, peanuts, tree nuts, cow milk, bee or other insect stings, and some medications.

If a child at risk of Anaphylaxis is enrolled in the preschool, notify the preschool **immediately**, and the staff and committee will work together with the child’s family to make the preschool a safe environment for the child. More information about the preschool’s anaphylaxis policy is available from our policy manual.

Complaints and Grievances

president@southmorangpreschool.com.au

We are happy to assist you with any concern that you may have regarding the running of the preschool or the program for the children. If you have a problem or difficulty, please raise it with the teacher, or a member of the Committee of Management. If your problem remains unresolved, all complaints must be in writing to the President of the Committee of Management, who will then refer the matter to the Complaints Sub Committee to investigate.

Complaints of a serious nature can also be made directly with the Department of Education and Training. Details are available on the notice board in the center foyer. The Centre’s *Complaint Policy* is available on our website and in each foyer.

Sexual harassment and bullying

The committee acknowledges and supports the right of all employees, committee members, parents, and other visitors to the center to work in an environment free of sexual and other forms of harassment, including bullying. Sexual and other forms of harassment, including bullying, are unlawful and are not acceptable in any form by the employer. Distress caused by harassment or bullying can be the same whether the conduct is intentional or unintentional.

Visitors Logbook

Any visitors to the kindergarten are required to sign-in to our Visitors Logbook. This will also include parents of children enrolled at the kindergarten, who come when their child is not in session (e.g., to pay fees, hand in forms or to speak to staff). This logbook allows us to monitor and have a record of those entering and leaving our premises.

Emergency Procedures

Staff will practice Emergency evacuation procedures with the children each term. A copy of the Emergency Evacuation Procedure is in the playroom and in the Policy Folder on display at the entrance to the building.

Preschool Field Officer

The Preschool Field Officer is a position funded by DET (Department of Education and Training) and managed by the Uniting Church. The Field Officer is qualified in early childhood development and special education, with a background in kindergarten teaching. The Officer is experienced and skilled in working with children with additional needs, and their families. The teacher will arrange for the Preschool Field Officer to visit your child if this is necessary.

If you think you may need access to the Preschool Field Officer, please talk to your kindergarten teacher to arrange a time for the PFO to visit.

FEE POLICY – Free Kindergarten

General information

Kindergarten programs for Three and Four-year-old children in Victorian Government funded services will be free as part of the Best Start, Best Life reform.

This investment will save families up to \$2,500 for each child enrolled in a participating funded kindergarten program.

What free kindergarten means at our service?

South Morang Preschool Association has opted into the Free Kindergarten initiative.

- Funded sessional kindergarten for 3-year-old children (up to 15 hours per week) – no parent fee.
- Funded sessional kindergarten for 4-year-old children (15 hours per week) - no parent fee.

Fundraising

Fundraising and voluntary parent payment/donations

While **participation in fundraising/donation is voluntary**, the support of every family is encouraged.

Fundraising activities are also an opportunity for families and communities to come together.

Subsidies

Attending Multiple Services

Parents are welcome to send their child to other services for childcare while attending our sessional kindergarten however they must NOT claim kindergarten funding at another service.