

# Conon Road Kindergarten & Outer school care

## PARENT HANDBOOK 2019



**17 Craigie Crescent  
Manning WA**

Email: [cononroadkindergarten@gmail.com](mailto:cononroadkindergarten@gmail.com)

Phone: 0861620175

Mobile: 0409520343

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## **PHILOSOPHY**

At Conon Road Kindergarten we believe that the quality of your *child's* life during *the first five years* will set foundation for future learning and success so we are committed to implementing and actively supporting the Early Years Learning Framework (EYLF).

This framework describes the principles, practice, and outcomes necessary to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. (Extract from the Early Years Learning Framework Guide)

### **Environment;**

Respects and supports individual and cultural diversity and encourage positive relationships with children and their families.

- Allows the child to have quite time for reflection and rest.
- Is nurturing, safe, stimulating, and rich in language.
- Supports the child to separate from their families in a positive manner.
- Allows children to explore, investigate, practice, predict, create, make mistakes, and achieve.
- Provides resources, information and help with parenting and the community.
- Encourages and provides opportunities for your child and family to build friendships and relationships with other children and families at the kindy centre.
- Fosters recycling and sustainability
- Reflects all the kindy's children regarding culture, language,
- beliefs, and anti-bias

### **Curriculum;**

- Focuses on positively supporting and extending the individual child's needs, strengths, learning and interests.
- Prepares the child for a smooth transition into primary school.
- Is flexible, so that educators can adapt to individual children or groups.
- Incorporates all the developmental domains
- Allows children to make choices and contribute ideas.
- Supports children to work at their "own pace".
- Encourages Family and Community input, feedback, and participation.
- Facilitates Indoor and Outdoor play.
- Open ended activities and experiences.
- Provides learning experiences for your child to minimize our effects on the environment through recycling, water usage, etc.
- Embeds an anti-bias curriculum

### **Educators;**

- Are sincere, sensitive, respectful and responsive to the needs of children and their families.
- give each child positive guidance and encouragement towards acceptable behaviour
- Are qualified and experienced.
- Listen and respond positively to children and families.

### **Conon Road Kindergarten;**

- Acknowledges and actively supports the Code of Ethics and the Charter of Children's Rights in care.
- Is licensed through Child Licensing and standards unit
- Complies with the Children's Services Regulations and Act.
- Fully embraces the Early Years Learning Framework
- Complies with the National Quality

Our philosophy is a living document and therefore will change and grow as we learn. Any member of the community is welcome and encouraged to comment or contribute to our philosophy and we will be asking for your collaboration from time to time.

## Welcome to Conon Road Kindergarten & Outer School Care

Conon Road Kindergarten & Outer School Care is a privately owned and family run, providing educational sessions for 2 to 4-year olds and before school, after school and holiday care for 4 to 12-year-old.

Our Parent handbook sets out the necessary information and policies for you, your family and enrolled child. These policies and procedures are legal requirements for all childcare businesses as set out in the Education and Care Services National Regulations 2012 and Education and Care Services National Law 2012 (Western Australia). Enforced by Child Education and Care Regulatory Unit

### EDUCATIONAL PROGRAM

Our program follows the Early Years Learning Framework (0 - 5 years) and My Time, Our Place (5 - 12 years). These nationally recognized frameworks, EYLF and MTOP have been developed to ensure your child receives the highest quality education and care. The EYLF framework's vision is for all children to experience play-based learning that is engaging and builds success for life. We use the EYLF with families input and community to develop a learning program which includes children's ideas, interests, strengths, and abilities. The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

**Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture, and place.

**Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.

**Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Through the Framework's five learning goals educators will assist your child to develop:

- a strong sense of their identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning; and
- Effective communication skills.

### KINDY STAFF

Our staff are highly trained and experienced in the care and education of children aged 0- 5 years.

<b>Certified Supervisor:</b>	<b>Bernice Napier</b>	<b>Early Childhood Teacher (Licensee and Director)</b>
<b>Nominated Supervisor:</b>	<b>Atefeh Azinpoor</b>	<b>Certificate III &amp; Diploma in Children Services</b>
<b>Educator</b>	<b>Ginny Hoi Yan So</b>	<b>Early childhood Teacher</b>
<b>Educator</b>	<b>Ashley Stothard</b>	<b>Currently studying Early Childhood Teaching</b>

**Ratios:** Under regulations ratios are 1 qualified Educator to 10 children and 1 qualified Educator and 1 Assistant Educator to 11 or more children. Under 3 the ratio is 1 qualified Educator to 5 children.

### OUTER SCHOOL CARE STAFF

Nominated Supervisor	Lauren Davis	Diploma in Children Services
Educator	Connor Napier	Certificate III in Children Services
Educator	Jake Pomery	Certificate 3 in Teachers Assistant Currently studying Secondary Teaching
Educator	Megan Harbrow	Certificate 3 in Teachers Assistant Currently studying Primary Teaching
Educator	Imelda Dela Cruz	Certificate III in Children Services

### STAFF QUALIFICATIONS

All staff are required to have a current medical certificate, working with children check, police clearance and are working towards a Certificate III in Children Services. The Nominated Supervisor must hold a minimum of First Aid Certificate, Asthma and Diploma in Children Services, Diploma in Education, Early Childhood Education Degree or diploma or other qualification as the CEO may deem fit.

### SCHOOL TERMS

Although we do operate all year around, we do have set dates for kindy/long day care and before and after school care programs. Sessions payments are still required. For Before and After School Care session payments are only required when the schools are open (e.g. St Pius X early closure at end of term or development days).

**KINDY/LONG DAY CARE-** Run by public school terms

2019

Term 1	4 February to 12 April
Term 2	29 April to 5 July
Term 3	22 July to 27 September
Term 4	14 October to 19 December

#### **School development days (Kindy)**

If a school development day falls within the school term, i.e. our Centre will have older children attending, then **24 hours' notice in writing** needs to be given if you would prefer not to send your child that day, otherwise fees will still apply.

The development day at Manning Primary school are

- Friday 1 March
- Friday 31 May
- Friday 23 August
- Friday 20 December

**Before and After School Care** run each day the individual schools (Manning or St Pius X schools) are open.

## ENROLMENT AND ORIENTATION

To enrol your child, please contact Bernice Napier and request an enrolment form.

Contact 0409520343 or [cononroadkindergarten@gmail.com](mailto:cononroadkindergarten@gmail.com)

You will be sent

- Enrolment form
- Direct debit form
- Parent Hand Book
- Goal sheet (Kindy only)

### ***Before your child can attend for their first day***

- The enrolment form and permission slips need to be signed and dated.
- You have received and read the Parent Hand Book and returned the notification form on the last page. (If this form has not been received by Conon Road Kindy within 5 days then it will be taken that you have read, understand and agree to all information set out in the Parent Hand Book.
- Child's birth certificate has been received
- The immunisation record has been received
- Registration of \$50 has been paid (once a year for Kindy only per family).
- An emergency action plan and medications need to be received if applicable.

If you would like to come back for a visit before enrolling, you are welcome to join us for morning tea (Kindy) or afternoon tea (After school care).

If you would like to apply for Child care Subsidy

☐ Please provide your child and parents CRN numbers which can be found on the letter received from Centre Link or in your my gov account.

☐ if you have not applied, please phone centre link to find out if you are eligible.

☐ Full fees will be paid until your percentage has been applied.

☐ More information can be found at

<http://www.humanservices.gov.au/customer/services/centrelink/child-carebenefit>

Once your bookings have been entered, you may need to confirm these through your my gov account.

## SESSION TIMES

**We are open from 7.00am to 6.00 pm each week day providing a flexible option for parents.**

**Our kindy sessions run from**

### **FEES KINDY**

9.15 am to 2.30pm	\$69 (KINDY)
9.15 am to 12.00	\$48 (minimum of 2 sessions)
9.00 am to 3.00pm	\$77
9.15am to 6.00pm	\$85
7.00am to 2.30pm	\$79
7.00am to 6.00pm	\$99 (4-year-old kindy and under)
Holiday care	\$85 preprimary upwards
	\$99 kindy (school base) and below.

### **OUTER SCHOOL CARE**

Before School Care 7 am to 9	\$23
After School Care 3 pm to 6 pm	\$33
Vacation Care (kindy and under)	\$99
Vacation Care (Preprimary upwards)	\$85

- Fees are paid either for full term or via direct debit every 2 weeks. Other monies deposited will incur a \$5.00 handling fee.
- Alternative days can be used providing the parent is working or the child is attending a 4-year-old kindy program. This will depend on ratios and numbers.
- **Until Child Care Subsidy has been approved or if at any time terminated, payment of full fees is required.**

## CANCELLATION/ABSENCES

Kindy Sessions and centre base care during school terms as above.

- If your child is absent from a booked session during the term, then payment is still required.

Booked days during the term can be **changed** during the week of care if

- 24 hours' notice is given in writing or email and
- If there are spaces available

Casual or extra days can be booked provided there are spaces available.

**Termination of a booked session i.e. no more bookings required**

**Two weeks written notice is REQUIRED when terminating care of any booked permanent session.**

Casual sessions require 24 hours' notice. (Please note a casual session is a session not routine booked during the term).

Before and After school care

- Permanent sessions i.e. routine sessions require **2 weeks' notice** in writing for **full termination** of care.
- 24 hours' notice for **casual care** to terminate without payment.
- Sessions maybe swapped within the booked week if there is a session available.
- Notification of your child not attending after school care is required before 3.00pm otherwise a \$5 fee will be charged.
- Notification of absence can be phoned through at the centre on 08 6162 0175 or 0409520343.

School holidays

- School holiday days or pupil free days are booked separately.
- A list can be found near the sign in kiosk. Once you put your child's name down, this is taken as having a booked session unless deleted and initialed by parent.
- We require 48 hours' notice to cancel a booked session during the holidays.

## LATE COLLECTION

Whenever possible the parent/guardian should ring Conon Road to advise they will be late to collect their child. A parent/ guardian is regarded as being late if they arrive to collect their child 10 minutes after the scheduled booked session. For example, if your child is booked in for 9.15am to 2.30 pm and your child is not collected till 2.40pm, then a late fee of will apply.

Late fee is \$15 for every 15 minutes after the session (including 10 mins leeway) e.g. child not collected till 3.00 pm then a late fee of \$30 will apply.

Fee charged for late collection is determined by;

- The services need to recoup expenses for employee overtime payments

- Staff to ratios being met for safety of other children.
- The need to deter families from regular late collections
- Special circumstances i.e. Traffic accident or vehicle breakdown, will be given consideration in relation to the administration of late collection fees.

#### A CHILD WHO IS NOT PICKED UP WITHIN HALF AN HOUR OF SESSION TIME

1. The Director will contact the parents
2. If the parent is not answering the director will contact the child's emergency authorised person
3. Crisis Care to advise them of the situation and consult on what action to take

### HOLIDAYS AND TIME OFF

It is your responsibility to notify us if your children are sick or will not be attending. Unfortunately, we cannot refund for those days your child is absent. You will be asked through the sign in/out kiosk to confirm this absence. We still charge for holidays or time off due to not charging public holidays (other childcare services still charge) and school holiday periods are optional.

**PLEASE ALSO NOTE THAT IF YOU ARE GOING ON HOLIDAY, FEES ARE PAID TO HOLD YOUR PLACE.**

### PUBLIC HOLIDAYS

At this moment in time we do not charge for public holidays.

### SIGN IN/OUT THROUGH THE KIOSK

The KIOSK needs to be signed upon

- Leaving your child at the start of their session
- Picking up your child at the end of the session
- If your child was absent the previous session

Upon enrolment you will be show how to sign in and out of the kiosk.

**Please note it is the responsibility of the parent to sign in/out through the kiosk at each session, as we need to communicate each child's attendance status to Centre Link.**

### PUBLIC LIABILITY INSURANCE

Child care services are required by the Regulations to hold current Public Liability Insurance at all times. A copy of the Public Liability Insurance policy can be produced on request.

### FOOD PREPARED AT CONON ROAD

Breakfast is provided between 7 and 8am. Consisting of porridge, cereals, toast and toppings. Afternoon tea is provided between 3.00 and 3.30pm consisting of various fruits and vegetables, muffins, yogurt, slices, wraps and savory items (during before & after school care and vacation care)

### MORNING TEA, LUNCHES DURING KINDY SESSIONS AND VACATION CARE

Each child will bring their own lunches and morning teas packed in a freezer bag with a freezer brick. Children are required to bring their own labeled water bottles.

Recommended food

Sandwiches with healthy fillings such as meats, tuna, salad etc.



Yogurt, vegetables, cheese, grains, crackers

**Please note** that we are unable to heat any foods, hot food such as noodles, rice is best sent in a food flask to keep warm.

**Also, please leave any sweets or chocolate at home as other children will get upset and our polices support healthy eating options.**

### NUTS PRODUCTS.

Please read our minimization plan for nut and dairy products Anaphylaxis is a growing problem and although we are an allergy aware centre we need every parent to be vigilant about checking the ingredients of all items such as biscuits, muesli bars and health food products. If your child eats a nut product for breakfast like peanut butter, could you please ensure that their hands are washed thoroughly before coming to kindy. Please also refer to Anaphylaxis policy.

### SUNSCREEN AND SUN PROTECTION

- Please supply your child with a broad brimmed, bucket or legionnaire style hat to wear outside all year round.
- Please check that there is a hat in your child's bag before leaving home. Children without an appropriate hat will be offered a spare prekindy hat or will only be able to play under the veranda or indoors.
- Staff and parent helpers are also expected to wear a broad brimmed, bucket or legionnaire style hat when outside with the children.
- Sunscreen is provided by the prekindy for parents to apply to their child on arrival. If you prefer you may choose to provide your own sunscreen for your child.
- Parents are asked to dress children in clothing which offers protection from sun particularly on the shoulders. A top with sleeves is required.
- Staff regularly check UV warnings and activities will be set up in shaded areas only when UV levels are 3 or above.
- Shade is provided in the prekindy garden by a combination of trees, verandas and fixed and portable shade structures.

**Please apply sunscreen at the beginning of the session. Sunscreen will be supplied and located near the Parents sign in kiosk.**

### TRANSPORT PROCEDURES

Conon Road Kindergarten we do not transport children.

### EXCURSIONS

Conon Road Kindergarten asks Parents/guardians to fill out and sign an excursion form which will ask for;

- the child's name and
- the reason the child is to be taken outside the premises; and
- the date the child is to be taken on the excursions (unless the authorisation is for a regular outing); and
- a description of the proposed destination for the excursion; and
- the method of transport to be used for the excursion; and
- the proposed activities to be undertaken by the child during the excursion; and
- the anticipated number of children likely to be attending the excursion; and
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- the anticipated number of staff members and any other adults who will accompany and supervise the

- children on the excursion; and
- that a risk assessment has been prepared and is available at the service

### WATER ACTIVITIES

Swimming pools are not permitted to be attended or used at any time. Water play is used as a teaching tool and is required to be closely supervised at all times by at least one contact staff member who;

(a) has reached 18 years of age;

(b) is under 18 years of age but has a first aid certificate or is a qualified rescuer an adult. Immediately after use the water container/s will be emptied and cleaned and stored in an area where water cannot collect in them.

### SUPERVISION OF YOUR CHILD AND SIBLINGS

- Parents are to maintain supervision of their child and siblings while waiting. When you enter the kindy room, please maintain supervision of your child and siblings.
  - Parents are to ensure the kindy child is handed over to a member of staff, before leaving.
  - On collection, please supervise your child and other siblings whilst in the kindy environment.
- PLEASE NOTE THAT EACH PARENT IS REQUIRED TO COME INTO THE KINDY TO SIGN THEIR CHILD IN AND OUT AND TO DELIVER AND COLLECT, WE ARE NOT ABLE TO SEND YOUR CHILD OUT ON THEIR OWN OR WITH ANOTHER PARENT DUE TO SAFETY AND SECURITY REASONS.

### VOLUNTEERS AND STUDENT PLACEMENTS

Sometimes we may have volunteers or students who are studying, come and work with us. Volunteers and students are required to sign a staff register, and provide details of full name, address, and date of birth. For safety and care reasons volunteers and student placements will not be left with children without an educator supervising.

### PARENT CONCERNS

If you have any concerns about anything at all we are very happy to discuss these with you. However, if it will be more than a brief conversation, it would be best if we set aside time later so we can give you our full attention. You are very welcome to email me on [cononroadkindergarten@gmail.com](mailto:cononroadkindergarten@gmail.com).

You can also contact the Child Education and Care Regulatory Unit at 1<sup>st</sup> Floor, 111 Wellington Street, East Perth 6004 Telephone 6210 3333. The Child Education and Care Regulatory Unit is responsible for all forms of child care in Western Australia and can deal with any concerns you have in regards to any child care service.

### PARENTS/GUARDIAN

**Any parent who has a legal right of access to a child may visit their child during a session at any reasonable time.**

### INJURY OF A CHILD AT THE SERVICE

If a child is injured at the service, these procedures will be followed;

- The child will be comforted and administered first aid by a qualified first aider.
- If injury involves the head area, the parent or emergency carer is contacted as soon as practicable.
- An accident report is filled out and signed by the parent/ emergency carer on collection of children or within 24 hours of the time of the injury.
- The teacher or Certified Supervisor has the prerogative to call an ambulance or doctor if urgent medical attention is required. Every effort will be made to contact you or your nominated

emergency contact people as soon as possible. All medical and ambulance costs are the parent's/guardian's responsibility.

### FIRST AID

At Conon Road Kindergarten, we have a fully equip first aid kit. All our qualified staff have up to date first aid qualifications, anaphylaxis, and asthma training. Only people with first aid qualifications can administer first aid or medication to children.

### CHILDREN WITH MEDICAL CONDITIONS

It is important for parents to inform us if your child has a known medical condition including asthma, diabetics, febrile convulsion or at risk of anaphylaxis. Good communication between parents and teachers is required to keep your child safe and healthy.

Parents must provide the Director;

- With a Medical management plan for the child, which has been developed and signed by a medical practitioner prior to the child commencing kindy.
- The Medical Management plan must also include a photo of the child and with the permission of the parent (signed permission form) and will be displayed on the glass window of the office.
- Under no circumstances is medication ever to be left in a child's bag or locker as children have access to these.

**Please hand all medication directly to a staff member who will store it safely.**

- All staff including volunteers and parent helpers will be made aware of the children with medical conditions, shown their medical management plans and where their medication is kept.
- The required medication for the child is to be kept at the Kindy or provided at the commencement of each session.

If your child has allergies which are not life threatening such as allergy to soaps, paints, food colourings etc. please talk to your teacher, so we can put together an action plan for your child to minimise the risk of an allergic reaction.

Please refer to our policies on Anaphylaxis management, Diabetes and Asthma policies in the Policies and Procedures folder located on the book case to the left of the entry

### INFECTIOUS DISEASES

Children who are ill need to be cared for at home. Ill children do not enjoy kindy and quickly spread germs to other children and adults. We are not permitted to accept children temporarily suffering from:

- Ear/eye discharge
- Nasal discharge
- High temperature
- any type of skin rash
- Infectious or weeping sores
- Diarrhoea
- Vomiting

Any signs of infectious diseases. Infectious diseases include:

- Hand, foot and mouth disease
- Herpes simplex (cold sores)
- Chicken Pox

- Conjunctivitis
- Rubella (German Measles)
- Glandular Fever
- Hepatitis A, B and C
- Impetigo (School Sores)

Influenza – like illness

- Measles
- Mumps
- Pediculosis (Head Lice)
- Ringworm
- Scabies
- Pertussis (Whooping Cough)

Please notify staff as soon as possible if your child has a communicable disease.

Please note: Children who have had a temperature over 37.5°C or had vomiting or diarrhoea must not attend the program until at least 24 hours after the last bout of vomiting or diarrhoea and/or the child's temperature is normal without medication for at least 24 hours.

If staff believes your child is too unwell to be at kindy you may be asked to take your child home. Children who are not immunised, do not have a complete immunisation record, are immunosuppressed or are who are receiving medical treatment causing immunosuppression such as chemotherapy will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council exclusion guidelines, even if their child is well.

## IMMUNISATION

A record of the child's current immunisation status will be kept at the service.

- Children who are not immunised, do not have a complete immunisation record, are immunosuppressed or who are receiving medical treatment causing immunosuppression such as chemotherapy will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council exclusion guidelines<sup>3</sup>, even if their child is well.
- All workers at the education care service will be encouraged to have all immunisations recommended in Staying Healthy in child Care or as recommended by Immunise Australia

## HANDWASHING

Hand washing is the most effective way of controlling infection in the service. Educators, volunteers and children should wash their hands:

- Upon arrival at Conon Road
- Before all clean tasks e.g. handling and preparing food and eating.
- After all dirty tasks e.g. toileting, cleaning up faeces, vomit or blood, wiping a nose, handling animals.
- The service will ensure that toilets and hand washing facilities are easily accessible to children.
- Children will be encouraged to flush toilets and wash hands after use.
- Staff will use separate cloths or tissues to wipe different children's faces and noses.
- Tissues will be disposed of immediately after wiping a child's nose and hands will be washed or a hand sanitiser used.
- Notices which clearly explain effective hand washing procedures will be displayed next to hand washing basin.

## ANIMALS

- Any animal or bird kept at the centre will be kept in an area that is separate and apart from any area used by children and will be maintained in a clean and healthy condition.
- All children will be supervised by an adult during contact with animals and discouraged from putting their faces

close to animals. Children will wash their hands after touching animals.

### PRACTICE AND POLICY FOR SMOKING, ALCOHOL AND DRUGS

No drugs are allowed on the premises at any time. The Centre is a no smoking zone, so please ensure that cigarettes are extinguished prior to entering the Centre. Alcohol is not permitted or to be consumed in the Centre. Any person who appears to be under the influence of drugs or alcohol will not be permitted to enter the Centre.

### HEALTHY ENVIRONMENT

- All staff will ensure that every effort is made to maintain a high standard of hygiene in the provision of the education and care service including supporting the Nominated Provider in the maintenance of all equipment and furnishings in a thoroughly safe, clean and hygienic condition and in good repair. In this regard staff will report any equipment and/or area that is not clean or in a safe condition or any evidence of vermin to the Director and is written in the maintenance book
  - The service is a non- smoking environment. Passive smoking harms the lungs of young children and may trigger an asthma attack. Refer to Occupational Safety and Health policy.
  - To ensure all children and educators attending the service are protected from skin damage caused by harmful ultra violet rays of the sun, educators will consistently follow the service's Sun Protection policy. The service's Sun Protection policy is provided to families both within the Parent/Guardian Handbook and on a printed handout which is available on request.
  - All rooms used within the education and care service will be well ventilated to prevent: reduced concentration span; lack of energy, tiredness and lethargy; increased risk of infection and possible asthma attacks.
  - All windows will be fly screened, or buildings will be protected against flying insects. Educators will ensure that lighting, heating and noise levels are comfortable and take into account specific activities and individual needs.

**Please let us know** if any of the following has changed:

- address,
- phone number,
- work place and phone number,
- emergency contacts
- people authorised to deliver or collect your child

### PHOTOGRAPHS

With ipads, there are endless opportunities to capture what your children are doing in care. Any photos taken are only for this purpose and will not be given to anyone through any means without your written permission. This permission form will ask that you sign enabling me to take some snapshots of your children.

### EMERGENCY AND EVACUATION PROCEDURES

EMERGENCY DRILLS Emergency evacuation procedures are clearly displayed near the main exits. These will be followed in the event of fire, natural disaster or another emergency. Safety drills will be practiced each term.

### BEHAVIOUR MANAGEMENT PROCEDURES

Positive encouragement to guide children towards acceptable behaviour will be used. Staff will explain and actively demonstrate appropriate ways of interacting with others and the appropriate use of toys and other play equipment.

We do not believe that corporal punishment, solitary confinement, physical restraint or by demeaning, humiliating or frightening a child is appropriate and acceptable.

It is important that children know how to identify their feelings and emotions. We may say to Johnny "Johnny I can see you are feeling angry that Claire took your toy," or "Claire I can see you were frustrated that Johnny had a toy which you wanted to play with". Children at this age are learning to self-regulate their emotions and actions. All children will have their behaviour's consequences explained to them and told of the behaviour expected of them and consequences of the behavior not changing. If there is no alteration in the negative behaviour, we put in place the natural and unnatural consequences.

Children who become highly stressed will be given time to separate themselves from the situation and decide to self-manage. Deep breathing helps children in high distress as well as positive re-enforcement of good behaviour, high expectations of responsible behaviour and actively doing something constructive whilst strongly detracting from the previous behaviour will also be used.

It is expected that all children and families will be treated with respect at all times in the kindy environment.

**ANY PERSON WHO IS BEING VIOLENT OR ABUSIVE** will not be permitted to enter the centre. If they are already inside, they will be asked to leave immediately. If they do not comply with the request, the police will be telephoned immediately. If this happens during an excursion, the children will be in a safe space, and the mobile phone required on excursions, used to telephone the police.

If any child is subjected to any sort of verbal or non-verbal violence or abuse, the child will be counseled, comforted. The parent will then be informed of the abuse and request future feedback as to any problems experienced by the child as a result of the incident.

### **THE ACCEPTANCE REFUSAL OF AUTHORISATIONS**

Our education and care service require authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal.

We will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2012

The Nominated Supervisor will:

1. Ensure documentation relating to authorisations contains:
  - a) The name of the child enrolled in the service;
  - b) Date;
  - c) Signature of the child's parent/ guardian, or nominated contact person who is on the enrolment form;
  - d) Evidence that the authorising adult understands the circumstances for which they are signing.
2. Apply these authorisations to the collection of children, administration of medications, excursions and access to records.
3. Keep these authorisations in the enrolment record.
4. Exercise the right of refusal if written or verbal authorisations do not comply.
5. Waive compliance where a child requires emergency medical treatment. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.
6. Ensure correct authorisation is obtained, referred to and applied appropriately ensuring reduction

in possible risk.

### CONFIDENTIALITY OF RECORDS

All children's information, records and conversations between parents and staff will not be disclosed or communicated to any other person except:

- As required or permitted under the Act or any other written law; or
- With the written authorisation of the person, or in the case of a child, a parent of the child, to whom the information relates.

PLEASE SEE OUR FULL POLICY AND PROCEDURE HANDBOOK LOCATED TO THE LEFT OF THE FRONT DOOR AS YOU ENTER THE KINDY ROOM.

IF YOU NEED TO DISCUSS THE POLICIES OR OFFER SUGGESTIONS FOR CHANGE, PLEASE EMAIL BERNICE ON [cononroadkindergarten@gmail.com](mailto:cononroadkindergarten@gmail.com).

## KINDY SESSIONS AND LONG DAY CARE

### PREPARING YOUR CHILD FOR KINDY

If your child has not been to day care or left with someone outside your family circle, they may find their first few sessions at kindy a little daunting. Please have a talk to your child about kindy, what will happen while they are here and what time they will be picked up i.e., at lunch time or before you collect a sibling from school. If you talk positively about their expected experience, your child will usually feel more comfortable and confident in their first step towards being independent and starting formal schooling.

### SETTLING IN PROGRAM

Children all react differently to situations and new people. Some children are very confident and are happy to embrace new experiences and make new friends. Other children may need a little more support to feel relaxed, comfortable and secure in their new environments. If you feel your child may need a little more support, we can work together so your child will gain the confidence they need by having mum stay for the first few sessions.

We welcome you and your child to come and visit the class they have enrolled in for an hour on a fortnightly basis, during the term before they officially start to get to know your teacher, the environment, and the other children.

### MORNING ROUTINE

Our daily program and routine are pinned to the wall, to your right as you enter the room.

At the beginning of each session please have **your child**:

- Wash their hands. This is to minimize illness and allergy contamination.
- Apply sunscreen to your child (located near the mirror to the left of the entrance).
- Put their water bottle in the basket provided and their lunch box (on the white bookcase to the right of the entrance door).  
Encourage them find their own name tag and to sound out the first letter of their names.
- Their bag should be hung up and their hat hung over their bag.

We encourage the children to start this routine as it gives them a sense of ownership of their kindy, independence and introduces them to the routines they will follow at school.



**Important: Parents please remember to sign IN THE KIOSK LOCATED ON THE RIGHT OF THE FRONT DOOR.**

Activities: At the beginning of each session parents are to help their children settle in by choosing an activity such as a puzzle, table activity or reading a book. If you can't stay please let a staff member know, so we can supervise and help settle your child in.

When you leave: Please say goodbye to your child even if they are upset. This is part of the routine and if the parent leaves without saying goodbye, the child may experience feelings of rejection and anxiety.

Collecting your child: please wait outside for the teacher to open the door. If you need to pick up your child early, please knock and we will open the door. We understand that circumstances may arise where parents are late picking up their child. However, it is important to be on time so your child has a positive finish to the day.

Talk to your child about what happened at kindy. We place photos and information just near the entrance of the room, at the end of the day. This will help your child remember and allow you to be part of their learning journey.

### **Example Routine**

- 7.00 Welcome all families and children (full day children)  
Encourage children to put their belongings away  
Wash hands
- 9.15 Family Grouping- Puzzles, books and other activities.  
Inside play - Programmed Activities and spontaneous play  
Pack away,
- 9.45 Circle time - songs, weather, news., discussions, music, books
- 10.00 Wash hands Morning Tea and Outside play  
Sand pit, climbing frame, bikes etc.
- 11.50 pack away Music and dancing
- 12.00 - Circle time
- 12.10 Transition to wash hands - lunch time  
Rest, puzzles, board games, quiet time
- 2.00 Pack away and Outdoor play
- 2.30 Home time for some children, further activities for other children

Please note; the routine is flexible and follows the children's interactions

### **WHAT TO BRING**

A school Bag which contains

- A spare change of clothes
- Spare underwear - 2 - 3 pairs or nappies
- Wide brim hat,
- Their water bottle with water
- **a freezer lunch bag:** morning tea  
Lunch

**Important: Please include an ice block/freezer block to keep lunch cold.**



**The benefits of the children bringing their own morning, afternoon teas and lunches are:**

- Learning to take care of their own belongings
- Learning to undo zips, lids, and to unpack and repack bags.
- ensures hygiene standards are met (only your child will touch their food)
- Children are eating foods they like
- The risk of allergy reactions to foods is reduced.
- The children are becoming aware of regulating their morning tea and lunch food.

### **TOYS FROM HOME**

We understand that your child may have a favorite toy they like to bring to kindy for support and cuddles, however, we also understand these toys will be missed if they are lost, so for safe keeping these toys need to be left in their bags for safe keeping. This ensures that toys are taken home in one piece and prevents disagreements.

### **BIRTHDAYS**

Children's birthdays are part of most cultures and are very special times so we would like your children to celebrate their special day with us at kindy. Cupcakes are the easiest form of food due to time restrictions in the session to bring along. If you do wish to bring in a cake etc. please let our Educators know at least one week before, as we need to inform all families from your child's class of the ingredients due to some children with allergies.

### **WHAT TO WEAR**

Children should wear clothing that is practical, comfortable and easy for them to manage in the toilet. **Many prekindy learning experiences are messy.** We provide aprons for painting and other messy activities, but clothing may still get dirty or stained. Please make sure your child has a complete set of spare clothes, appropriate to the weather, in their bag every day. Should a child become wet or messy through play we will change them before they come home. Children may remove their shoes at prekindy, particularly when they are playing in the sand. We will also ask a child to remove their shoes when climbing and participating in other activities where the type of shoe they are wearing poses a safety risk.

KINDY TEESHIRTS are available for \$16 in various colours and sizes.

### **TOILETING**

Children who have had an accident, will be encouraged to change their clothes. Wipes are available to wipe the child's bottom (using gloves provided). An Educator will help the child to remove the soiled clothes and place in a plastic bag. If the clothes have come in contact with faeces, use gloves to handle and place into two plastic bags and tie. The bag can then be placed on the child's hook behind their school bag. Please mention to parent at end of the day.

**PLEASE NOTE FOR HYGIENE REASONS AND NOT HAVING ADEQUATE WASHING FACILITIES, WE ARE UNABLE RINSE ANY SOILED CLOTHES**

**ACKNOWLEDGEMENT FORM**

I \_\_\_\_\_ (please print name) acknowledge that I received a copy of this Conon Road Kindy and OSHC Handbook.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_