

# Conon Road Kindergarten



CONON ROAD KINDERGARTEN &  
OUTER SCHOOL CARE

## Parent Handbook 2021

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## Welcome to Conon Road Kindergarten & Outer School Care

### GENERAL INFORMATION FOR BOTH KINDY AND OUTER SCHOOL CARE

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

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 (EYLF) (0 – 5 years) and My Time, Our Place (MTOPI) (5 – 12 years). These nationally recognised frameworks, EYLF and MTOPI 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.

### OUR EDUCATORS

#### Kindy Staff

Director:	Bernice Napier	Early Childhood Teacher (Licensee and Director)
Qualified Educator	Atefeh Azinpoor	Certificate III & Diploma in Children Services
Teacher	Ginny Hoi Yan So	Early childhood Teacher
Educator	Karlene Wynd	Certificate III in Education Support
Educator	Paris Figueroa	Certificate III & Studying Diploma in Children's Services

#### Outer School Care Staff and relief staff

Educator	Connor Napier	Currently studying Certificate III in children's Services
Educator	Veronica Stothard	Educational Assistant
Educator	Spencer Piggott	Certificate III
Educator	Kaylee Burnett	Certificate III

Please note: We understand the importance of consistent educators, so therefore, our Outer school care staff will relieve in the Kindy and vice a versa in the Before school and after school care.

**STAFF QUALIFICATIONS:** All staff are required to have a working with children check, and working towards a minimum of a Certificate III in Children Services or Educational Assistant Certificate. At all times, at least one educator must hold a current First Aid Certificate, CPR, Asthma and Anaphylaxis qualifications.

## **RATIOS**

Under 3 years of age – 1 educator to 5 children  
Over 3 year and upwards- 1 educator to 10 children

First 5 children or 10 children – 1 Diploma and above qualified  
Next 5 to 10 children (depending on ages) 1 Certificate III or Educational Assistant and above  
Next 10 children 1 Diploma and above

## **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 which follows the public-school term calendar. Session payment is still required within these term dates UNLESS your primary school closes due to early school holiday closure and pupil free days. (ONLY applies to before and after school care sessions).

### Pre-Kindy and Long day care term dates

#### 2021

Term 1	Monday 1 February –	Thursday 1 April
Term 2	Monday 19 April –	Friday 2 July
Term 3	Monday 19 July –	Friday 24 September
Term 4	Monday 11 October –	Thursday 16 December.

## **ENROLMENT AND ORIENTATION**

To enrol your child, please contact Bernice Napier and request an enrolment form. Contact 0409520343 or 08 61620175 or email: [cononroadkindergarten@gmail.com](mailto:cononroadkindergarten@gmail.com)

### **You will be sent**

- An Enrolment form
- Direct Debit form
- Parent Handbook (please sign last confirmation sheet)
- Goal sheet (Pre-kindy only)

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

- The enrolment form and permissions must be filled out, dated and signed.
- You have received and read the Parent Hand Book and returned the confirmation 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, understood and agreed to all information set out Parent Hand Book).
- Child's birth certificate has been received
- The immunisation statement (AIR Statement) has been received and is dated within 2 months of the enrolment. This can be downloaded via your MyGov account. Unfortunately, new legislation prohibits the enrolment of any non-school age child, who is not vaccinated and does not meet the Immunisation regulations. For further information please refer to - <https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>
- Registration of \$50 Administration fee (once a year for pre-kindy program per family)
- An emergency action plan and medications has been received if applicable.

## **CHILDCARE SUBSIDY**

It is the responsibility of the guardian to apply to Centrelink and then to supply Conon Road Kindergarten & OSHC with the necessary information to claim Child Care Subsidy. Until this has been done FULL fees apply.

To apply for Child Care Subsidy please go to <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim>

If you are eligible please provide the following information to us.

- The CRN number for your child
- The CRN number for the guardian who is claiming
- Child's date of birth
- Guardian who is claiming, date of birth.

Once this has been entered, you will then need to confirm the bookings in your MyGov account, this will bring down the CCS payments. CCS payments can only be backdated up to 28 days.

## SESSION TIMES

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

### KINDY

9.00 am to 2.30 pm	\$75.00
9.00 am to 12.00 pm	\$55.00 (min of 2 session required)
9.00 am to 3.00 pm	\$81.00
9.00 am to 6.00 pm	\$92.00
7.00 am to 6.00 pm	\$104.00
7.00 am to 2.30pm	\$84.00

### OUTER SCHOOL CARE (OSHC)

Before school care 7 am to 9 am	\$ 24.00
After School Care 3 pm to 6 pm	\$ 34.00
Vacation care (Kindy & under)	\$104.00
Vacation care (Pre-primary upwards)	\$ 86.00

**PLEASE NOTE THAT TO ENSURE THE SAFETY OF YOUR CHILDREN AND TO MAINTAIN STAFF TO CHILD RATIOS, WE REQUIRE DROP OFF AND PICK UP TO BE WITHIN A 5 MINUTE TIME FRAME OF YOUR BOOKED SESSIONS, TO AVOID ADDITIONAL FEES.** e.g. if your booked session starts at 9 am then please drop off no earlier than 8.55 am otherwise the earlier session from 7.00 am maybe more suitable to your needs. Also, if you are to pick up at 12.00 then pick up should be no later than 12.05.

We do appreciate traffic and time constraints may cause you to be late on occasions and do ask you to call our centre on 08 61620175 to inform us.

## ACCOUNT DETAILS

- Fees are payable 2 weeks in advance
- A statement is sent every Monday fortnight.
- Direct debit forms are encouraged to be filled out and direct debit on the Wednesday after the statement has been sent.
- It is up to the guardian to check fortnightly their statement to ensure that
  - The ccs payments are applied
  - The direct debits and payments have been applied.
  - The sessions invoiced are correct.

BANK ACCOUNT – CONON ROAD KINDERGARTEN  
BSB 036 302  
ACCT 378724

## CANCELLATIONS/ ABSENCES

As we provide a unique service, which is flexible and aims to cater for all needs, we do ask families to ensure they understand our cancellations and absences policy.

## Kindy sessions and long day care during school terms.

- If your child is absent from a routine booked session during the term, then payment of fees is still required.
- To permanently cancel a routine booked session (i.e no longer needed) then **2 weeks' notice in WRITING** must be given, Fees are still applied within this 2-week period.
- **Please note: Child Care Subsidy will only be paid up to the last booked session of care. I.e if giving 2 weeks notice and your child does not attend at all then full fees will be paid for these 2 weeks.**
- **As the government have a turn around of 14 weeks, your statement will show the ccs, however once the 14 weeks have occurred this will reverse. For more info please see <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-manage-your-payment/if-your-child-absent-from-child-care#:~:text=If%20your%20enrolment%20ends%20we,must%20have%20an%20approved%20reason.>**
- Booked days during the term can be changed if
  - the required day needed is within the same week as the normal booked day (ie. Monday needs to be changed to a Thursday, then only in the same week of the Monday can the child come).
  - If there are spaces available and staff to ratios are met.
  - If 24 hours' notice in WRITING is given before the day to be changed.
- Extra days can be booked provided there are spaces
- Casual days to cancel require 24 hours' notice in writing.

CASUAL DAYS: Are days which are not booked routinely or regularly during the term. Spaces are only offered if spaces are available.

## Before and After school Care sessions

- Permanent routine sessions require 2 weeks' notice in writing for full cancellation of session/s i.e. sessions not needed otherwise fees still apply.
- **Please note: Child Care Subsidy will only be paid up to the last booked session of care. I.e if giving 2 weeks notice and your child does not attend at all then full fees will be paid for these 2 weeks.**
- **As the government have a turn around of 14 weeks, your statement will show the ccs, however once the 14 weeks have occurred this will reverse.** More info please see <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-manage-your-payment/if-your-child-absent-from-child-care#:~:text=If%20your%20enrolment%20ends%20we,must%20have%20an%20approved%20reason.>
- Fees will still apply for the 2 weeks.
- Fees are still required for any absences during term.
- Casual sessions require 24 hours' notice before start of session to cancel otherwise fees still apply.
- Same type sessions (eg BSC session for a BSC session) can be swapped if
  - Space is provided
  - Ratio of staff are not compromised.
  - Only provided within same week period as the session being swapped.
  - 24 hours given in writing before booked session.
- Notification of your child not attending afterschool care is required by 2 pm to avoid a \$5.00 charge per child being added to your account. (We have policies to adhere to and we are unable to leave the school premises until we know your child is safe. This may mean checking classrooms, Office and phoning guardians or

emergency contact numbers. This takes time and the children waiting are understandably tired and wanting to get back to the centre for afternoon tea).

- Notification of absent can be texted to 0409520343 or emailed to [cononroadkindergarten@gmail.com](mailto:cononroadkindergarten@gmail.com)

### School holidays/ vacation care

- School holiday days or pupil free days are booked separately either by email or via a list.
  - 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 initialled by the guardian.

Please note if a specific time is not communicated then bookings will be for a full day i.e 7 to 6 pm.

All holiday bookings **required 48 hours cancellation notice** as our centre has become very busy and for staffing requirements.

### LATE COLLECTION FROM ALL BOOKED SESSIONS

We understand that occasionally unexpected issues arise where guardians maybe late picking up their child/ren. However, we do need to adhere to child/educator ratios and closing time.

- Please ring the centre asap on 08 61620175 or 0409520343 to notify the service.
- A guardian is regarded late if they fail to pick up their child 5 minutes after booked session
- This may incur a late fee of \$1 per minute including the 5 minutes after the schedule pick up time.

Fee charge for late collection is determined by:

- The services need to recoup expenses for employee overtime payments.
- Staff to child ratios being met for safety of all 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 A SESSION TIME

- The Director will contact the Guardians
- If the guardians do not answer, the child's emergency authorised person will be notified.
- Crisis Care will be contacted to advise them of the situation and consult on action to be taken.

### 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 during term times (Public school term timetables). Currently we do not charge for 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.**

### SIGN IN/OUT THROUGH THE KIOSK

Upon enrolment you will be shown how to sign in and out of the kiosk. The sign in/out kiosk is located to the right of the main doors. It is the parent or guardian's responsibility to sign their child in at the beginning of the session and also at the end of their session. If your child is absent from a session or you have not signed your child in and out and a staff member has done so, then you will be asked to confirm these times.

Each person who picks up and drops off your child will be required to have their own mobile number put in the system and then to create a password to be able sign in and out. This is a legal requirement by Centrelink (government department).

**It is the responsibility of the parent/guardian 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 am and 8 am. Consisting of porridge, cereals, toast and toppings. Afternoon tea is provided between 3.30pm and 4.00pm consisting of various fruits and vegetables, muffins, yogurt, slices, wraps and savory items (during before & after school care and vacation care)

## MORNING TEA, LUNCHESES 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 labelled 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 and rice. These are 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.

## ALLERGIES AND NUTS PRODUCTS.

Anaphylaxis is a growing problem and although we are an allergy aware centre we need every parent to be vigilant in 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 and face are washed thoroughly before coming to kindy. Please also refer to our Anaphylaxis policy.

## SUNSCREEN AND SUN PROTECTION

Please make sure your child has a broad brimmed, bucket or legionnaire style hat to wear outside. Children without an appropriate hat will be offered a spare pre-kindy 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.

Woolworths brand sunscreen is provided by the centre **for parents to apply to their child on arrival.** This is located near the parents sign in kiosk. If you prefer you may choose to provide your own sunscreen for your child. Please let the staff know.

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 pre-kindy garden by a combination of trees, verandas and fixed and portable shade structures.

## EXCURSIONS

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

- the child's name
- the reason the child is to be taken outside the premises
- the date the child is to be taken on the excursions (unless the authorisation is for a regular outing)
- a description of the proposed destination for the excursion
- the method of transport to be used for the excursion
- the proposed activities to be undertaken by the child during the excursion
- the anticipated number of children likely to be attending the excursion
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- that a risk assessment has been prepared and is available at the service.

## **BEFORE AND AFTER CARE CHILDREN DELIVERY AND PICK UP FROM SCHOOL**

Conon Road Kindy provides a before and after school care service for Manning Primary School and St Pius X Catholic Primary school during the school terms.

### **Before school**

1. The children are walked in twos along Craigie Crescent towards Duckett Drive, then along Duckett Drive to Manning Primary School Early Childhood Education area.
2. The older Manning children will go to class and the Kindy and pre-primary children will be handed over to their teacher.
3. The children at St Pius will walk through Manning Primary school to Ley St exit, crossing the road and entering the Ley St entrance of St Pius School.  
The year 1 upwards are directed to go to class and the pre-primary, pre-kindy and kindy are handed over to their teacher in the classroom.

### **After school**

1. The St Pius Pre-primary and kindy children are collected from their classroom and are walked to the stage area, where the older children meet.
2. The children are then walked in two's along Ley Street to Manning Primary School meeting the Manning children in the Early Childhood Education area.

The Manning pre-primary and kindy are picked up from their classroom and meet the older children and the St Pius children near the water fountain, uncover, next to the kindergarten class. The roll is taken and children counted.

The children will then walk back to Conon Road Kindy via the same morning route.

## **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**

- All parents and guardians are to maintain supervision of their children and siblings at all times.
- Parents are to ensure their 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/GUARDIAN IS REQUIRED TO COME INTO THE CENTRE 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/GUARDIAN 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 1st 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, spin or neck 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 reasonable time.
- The Teacher, Responsible person and the Director 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 at the centre
- 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 kitchen wall.
- A permission to give medicine form and a risk minimisation form will be given to the parent to sign.
- 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 behind the office door.
- 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 up to date medication for the child is to be kept at the centre at all times.**
- 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 have 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.

### **COVID-19**

To keep our staff, children and staff healthy at our centre, any child who appears unwell, has a bad cough or yellow or green mucus discharge from their nose, will need to stay home or asked to be picked up.

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 and Medical Research Council exclusion guidelines, even if their child is well. Fees will still be charged.

### **IMMUNISATION**

From August 2019 only children who are not attending a school program and who are up to date with immunisation schedule are allowed to enrol at our kindy and outer of school care sessions.

On enrolling a copy of your child's up to date AIR Statement immunisation record, downloaded from your my gov account is required. If your child is not up to date then we require appropriate information from the immunisation board. It is up to the Parent/guardian to give the centre an up to date statement once any immunisations are administered. Please ask the Director for further information if required or see our centres policies and procedures.

### **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.

### **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. Please let us know if your child is allergic to any 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.

### **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 behaviour 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 counselled, 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 RIGHT 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 minimise 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 use an app Owana which shows some of our learning we do during the day, please ask the staff about it. 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 Breakfast Before school activities and outdoor play
9.00	Family grouping – puzzles, books and other planned activities.
9.45	Groupings – Wombats (younger children) and Kangaroo's (Older children)
10.00	Morning tea
10.30	Outdoor play – bikes, obstacle course, art
11.50	Pack away
12.00	Mat session Lunch
12.30	Rest time
1.00	Children not sleeping will offered activities
1.30	Outdoor play weather permitting
2.15	Get ready for home time
2.30	Home time for some kindy children
3.00	Activities

- 3.30 Afternoon tea
- 4.00 Indoor/outdoor play with various of programmed activities.
- 6.00 Centre closed.

Please note the routine is flexible to cater for a child led program

### WHAT TO BRING

A backpack which contains;

- A complete change of clothes
- Spare underwear 2 to 3 pairs
- At least 5 Nappies for children not toilet trained.
- Wide brim hat
- Water bottle with water only
- A freezer lunch bag with morning tea and lunch
- A wet bag for soiled or wet clothing (so we don't need to use plastic bags)

**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 favourite 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

Parents are encouraged to dress their children in clothing that is practical, comfortable and easy for them to manage in the toilet. **Many pre-kindy 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 pre-kindy, 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 your wet bag. The bag will then be placed in a bucket above the change table in the bathroom. We will place a message on the Sign in/out kiosk for parents to collect at the end of the day.

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



Please fill in the attached Acknowledgement form

## ACKNOWLEDGEMENT FORM

I \_\_\_\_\_ (please print name) acknowledge that I have received, understand the above points and read a copy of the Conon Road Kindergarten and OSHC Handbook.

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

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