

HUGHESDALE

Kindergarten

"Being, Belonging, Becoming"



Information Book

2025

10 Freda Street, Hughesdale 3166

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Email: office@hughesdalekinder.asn.au

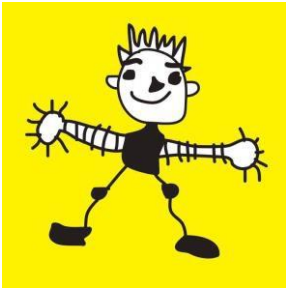


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Welcome to Hughesdale Kindergarten



Welcome parents/carers and children to Hughesdale Kindergarten, proudly one of the few remaining community-based kindergartens in Melbourne. We hope this will be a happy and rewarding beginning for you and your child in your association with our Kindergarten.

This booklet is for your information to let you know all about the Kindergarten year. Please do not hesitate to ask any questions regarding information in this booklet or about any aspect of the program.

Our aim for 2025 is to provide a happy, safe, engaging and challenging learning environment where your child can build strong relationships with other children and educators.

We welcome your family to share this experience with your child and hope you enjoy being a part of our community at Hughesdale Kindergarten.

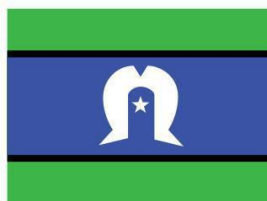
Welcome to Country

We would like to honor the Wurundjeri People of the Kulin Nation, acknowledging their deep connection to this land.

We recognise the historical challenges faced by Indigenous Australians, including the impact on the education of their young.

Indigenous communities have resiliently preserved their cultures, passing down knowledge through generations.

Let us commit to embracing Indigenous perspectives in our education systems, fostering understanding and reconciliation and working together for a more inclusive education that respects the rich heritage of this land



Session times for 2025

Monday		Tuesday	Wednesday	Thursday	Friday
4 YO Mirram (kangaroo) Group A 			8:30am – 4.00pm Snack, Lunch, Snack & drink bottle	8:30am – 4.00pm Snack, Lunch, Snack & drink bottle	
4 YO Mirram (kangaroo) Group B 	8:30am – 4.00pm Snack, Lunch, Snack & drink bottle			8:30am – 4.00pm Snack, Lunch, Snack & drink bottle	
4 YO Mirram (kangaroo) Group C 	8:30am – 4.00pm Snack, Lunch, Snack & drink bottle		8:30am – 4.00pm Snack, Lunch, Snack & drink bottle		
3 YO Warin (Wombats) 		8:30am – 3.00pm Snack, lunch, snack & drink bottle			8:30am – 3.00pm Snack, lunch, snack & drink bottle

Victorian school term dates 2025

VIC school terms	2025
Term 1	Wednesday 29 th January – Friday 4 th April
Term 2	Tuesday 22 nd April – Friday 4 th July
Term 3	Monday 21 st July – Friday 19 th September
Term 4	Monday 6 th October – Friday 19 th December

Victorian public holidays during term time 2025

There are NO Sessions on Public Holidays (which are listed below). Replacement days are not offered. Notice will be given if the Kindergarten is to be closed unexpectedly.

Date	Day	Holiday
27 January	Monday	Australia Day
10 March	Monday	Labour Day
18 April	Friday	Good Friday
21 April	Monday	Easter Monday
25 April	Friday	Anzac Day
9 June	Monday	King's Birthday
26 September	Friday	AFL Grand Final Friday
4 November	Tuesday	Melbourne Cup Day

How to contact the kindergarten

Office phone	9569-5019
Kinder Mobile Number	0460 340 241
Office Email	office@hughesdalekinder.asn.au
President	president@hughesdalekinder.asn.au
Vice President	vicepresident@hughesdalekinder.asn.au
Enrolments	enrolments@hughesdalekinder.com.au
Educational Leader	kerry.mundy@hughesdalekinder.asn.au
Ramee Illukkumbura	ramee@hughesdalekinder.asn.au
Sally Baker	sally.baker@hughesdalekinder.asn.au
Facebook	www.facebook.com/hughesdalekinder
Instagram	@HughesdaleKinder
Website	www.hughesdalekinder.com.au

Kindergarten Staff

Position	Name	Qualification
Educational Leader & Teacher*	Kerry Mundy	Bachelor of Teaching (EC) and Bachelor Educational Studies (Primary)
Teacher*	Ramee Illukkumbura	Bachelor of Education Early Childhood & Bachelor of Education Primary
Teacher*	Sally Baker	Bachelor of Early Childhood Education
Co-Educator*	Debbie Thripp	Diploma of Children's Services
Co-Educator*	Tanya Basterfield	Diploma of Children's Services
Co-Educator*	Natasha Amit	Diploma of Early Childhood Education and Care
Co-Educator*	Bhagya Melur	Diploma in Children services and Integration/Teacher Aide
Co-Educator*	Vanessa Marandola	Diploma of Community Services (Child Care)
Administration Officer	Sharlene De Saram	Cert IV Network Engineering

* First Aid Accredited, CPR, Anaphylaxis & Asthma trained

Educational leader

The educational leader at Hughesdale Kinder is Kerry Mundy. Kerry's role is to mentor, support, motivate and challenge the teaching team's pedagogy through inquiry and reflection. The National Quality Standard (NQS) requires that provision is made to ensure a suitably qualified and experienced educator leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning.

Staff training

Throughout the year, educators are involved in professional development such as First Aid, behaviour management, curriculum and program planning and sustainability. Whenever absences arise, our preference is to fill staff positions internally. Families will be notified in the foyer of any staff changes.

Office hours

Wednesday 9am-3.00pm, Thursday 9am-12pm, Friday 9.30am-2pm

If you wish to contact the office outside of Sharlene's hours please use the office email office@hughesdalekinder.asn.au



Our mission statement:

Our mission is to create a warm and inclusive community learning environment where everyone is inspired to work together - focusing on providing a stimulating learning environment to ensure each child realises their full potential. Regardless of race, gender, age, ability, social status or family structure, our vision is to ensure each child can participate in all aspects of the program. We value the different gifts that each child brings to our community and embrace the many world cultures represented at Hughesdale Kindergarten. We also celebrate the Aboriginal and Torres Strait Islander culture for the wealth of knowledge and understanding they bring to our community. Their identities and connections to community and country are valued.

Hughesdale kindergarten philosophy

We aim to recognise the importance of these early years, and to provide an appropriate environment that is relaxed, warm and nurturing, ensuring each child, family and educator feels a sense of belonging. We believe the early years is a time for a child to take pleasure in the here and now, to spend time playing and experiencing life's wonders.



In relation to our program

We believe that each child is a unique individual and that all children can learn from each other. Our kindergarten programs provide inclusive settings that recognise children's varied abilities, interests, needs, and learning styles. We aspire to provide a rich play-based program that reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child that encompasses experiences and opportunities for learning around language, literature, mathematics, science, visual arts, music and movement, social skills, independence and wellbeing.

Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image. We acknowledge and value our indigenous heritage and that of the wider community, locally, nationally and internationally.

We aim to provide an atmosphere that is welcoming, challenging and engaging for all children. Children learn concepts best when they are meaningful and relevant to them. Through observation, discussion, documentation and working in partnership with children, families and our fellow teachers and educators, we offer a holistic approach to our programs that are dynamic, inclusive, child centred, flexible and high in quality.

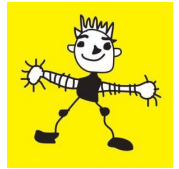
We place great importance on respect and care; both for others, our world and ourselves. We recognise the significance of the environment and natural world in our learning and livelihood and advocate for its protection and appreciation. We encourage environmental awareness through sustainable practices and engage children in an environment that reflects the cultural diversity of Australia, by providing opportunities that facilitate choice, independence, inquiry, self-esteem, communication and peer interaction in a nurturing and supportive environment.

Active participation	Collaboration	Relationship building
Inquiry through play-based learning	Flexible and adaptable methods	Responding to the needs and interests of children

Our programming and practices are also informed by what we learn from the wider community. We challenge ourselves, our perspectives and our methods by being continual learners and utilising our understandings to benefit the children, families and educators we work with. We are guided by the National and Victorian Early Years Learning Frameworks- creating meaningful and rich learning experiences, and high expectations for all children at Hughesdale Kindergarten.

In relation to the child

We see ALL children as unique, insightful and knowledgeable and should be viewed, respected and treated as such. We value them as competent and capable, actively contributing to their own knowledge, development and learning; both in themselves, and the world around them. We recognise that each child has their own individual interests, ideas and perspectives and that they should be empowered to grow, and express themselves in many ways, understanding that it is acceptable to make mistakes. We see children as critically thinking citizens; active, creative and having rights. We encourage children to explore, investigate, experiment, question, imagine and play. Children are insightful human beings.



In relation to the involvement of Families

Partnerships with families provide us with invaluable information relating to cultural backgrounds and heritage. As educators we strive to build relationships with families based on co-operation and a mutual respect for the reciprocal roles that each play in the lives of the child. Partnerships with families are developed through daily discussion, emails, newsletters and meetings. Moreover, Hughesdale Kindergarten's open-door policy aims to facilitate an open flow of communication whilst maintaining confidentiality and respect of the privacy and wishes of each family. We recognise that parent/guardians are the child's first teachers and they learn best when parent/guardians are involved in their educational program.

In relation to our Educators

We recognise and respect children and families' beliefs and values and have an awareness of children's differences and diversities – recognising the cultural rights and community connections of children who are Aboriginal, Torres Strait Islanders. We aim to provide a learning environment that is stimulating, encouraging self-esteem in children, self-help skills, resilience and an environment that supports a play-based program and risk taking. Our educators aim to establish the foundations for children's positive lifelong learning. We are committed to providing high expectations for all children's learning and developmental capabilities, recognising that all children learn and develop in their own unique way. We are dedicated to continual improvement through reflection of our own practices and procedures and will provide a safe environment for all children which ensures their safety, health, and wellbeing, including listening to them and incorporating their views. Educators are aware of their legal and duty of care obligations to report child abuse, neglect and maltreatment.

In relation to being committed to the cultural safety of Aboriginal children - We are committed to:

- Actively supporting and facilitating participation and inclusion of Aboriginal children, young people and their families within our service
- The safety, participation and empowerment of Aboriginal children
- Providing an education program that strengthens Aboriginal children's culture and identity
- Actively supporting and encouraging Aboriginal children to express their culture and the enjoy their culture rights
- Supporting Aboriginal children and their families to identify as Aboriginal without fear or retribution or questioning
- Supporting Aboriginal children to maintain connection to their kinship ties, land and country
- Supporting Aboriginal children to be taught their cultural heritage by elders
- Facilitating regular training and education on Aboriginal cultural and cultural safety
- Establishing policies, procedures, systems and processes to create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families
- Creating and implementing a Hughesdale Kindergarten Reconciliation Action Plan



Committee of Management

Hughesdale Kindergarten is run by a voluntary Parent Management Committee made up of parents of children who attend the kindergarten. These positions include: President, Vice President, Secretary, Treasurer, Assistant Treasurer, Maintenance Officer, Fundraising Coordinator, Purchasing Officer, IT Coordinator, Enrolment Officers for 3 & 4 year olds and newsletter Editor.



These parents, guardians/carers were elected to office at the Annual General Meeting held in November and they will meet once a month. Meetings are advertised on the notice board in the foyer and all parents/carers are welcome to attend. It is very important that each committee member tries to attend the monthly committee meetings. The minutes of meetings are available to parents on the notice board in the foyer.

We are governed by our Constitution as an Incorporated Association and Hughesdale Kindergarten is registered as a Children's Services Centre under the Department of Education and Training (DET), Victoria. The responsibilities of the committee include:

- As service manager – working with the teaching staff to determine how the centre will operate including sessions, timetabling, size of groups, enrolments, resources, equipment, policies and budgeting.
- As employer - the employment, payment and retention of kindergarten staff as well as professional development and organising relief staff.
- As Approved Provider - we are responsible for all operational matters including fulfilment of licensing and legislative requirements, reporting to the DET, Council, Consumer Affairs, the ATO and other regulatory bodies.

All committee members receive significant support from the Kindergarten Teaching Staff, past committee members and Early Learning Association Australia (ELAA). All committee members must have an understanding of the confidentiality of their position and be prepared to familiarise themselves with the constitution, policies and procedures of the kindergarten.

We thank all those people who make up the 2025 Committee of Management.

Victorian early years learning and development framework (VEYLDF)

Implementation of the Victorian Early Years Learning and Development Framework, Birth to 8 years, commenced in all Early Years' Services and schools in January 2010. The VEYLDF seeks to strengthen children's learning and development in the critical years from birth – eight years. It is a partnership approach between families and everyone who works with children.

To provide continuity for children's learning and development, the VEYLDF links the learning outcomes and pedagogy from the National EYLF Belonging, Being and Becoming (0-5 years) with the learning and teaching in the first stages of the Victorian school curriculum – the Victorian Essential Learning Standards (VELS) from ages 5-8 years. The Framework's vision is for all children birth – five years, to experience play-based learning that is engaging and builds success for life.

Programming and procedures

The program at Hughesdale Kindergarten is delivered by qualified early childhood teachers, in accordance with the National Early Years Learning Framework. Educators at Hughesdale Kindergarten are responsible for planning and each group has a general plan displayed in their reflection book located in the foyer.

Educators observe the children using various methods including learning stories, photographs, conversations with parents, group observations and conversations with the children themselves. The children control which direction the learning takes and the educators take initiative from the children allowing them to "build" their own curriculum. Parents/guardian/carers are encouraged to join in with their child's learning by adding to the plan or adding an anecdote from home.

Each term we will send home record sheets asking what your family is currently completing (renovations, family holiday) and what areas you may have concerns in. This information will assist us in planning activities/experiences for your child. From these observations, educators set up valued experiences both indoors and outdoors which maximise the children's learning.

QIP - Quality Improvement Plan

We believe in continuous quality improvement at Hughesdale Kindergarten. Staff, Management Committee and Families are involved in writing and contributing to our Quality Improvement Plan. Our Quality Improvement Plan is on display in the entrance foyer. The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services across Australia. For more information see www.acecqa.gov.au Australian Children's Education and Care Quality Authority.



National quality standard

The National Quality Standard comprises guiding principles, quality areas, standards and elements. The seven quality areas aim to capture aspects critical to quality Early Education and Care. In addition to the NQS, all stakeholders in our kindergarten are guided by or comply with the Early Childhood Australia Code of Ethics (2016), the VEYLDF (Victorian Early Years Learning and Developmental Framework), the Code of Conduct, Children's Services Act 2020 and the Children's Services Regulations 2020. Copies of the Act and Regulations and policies relating to the operation of Children's Services are on display in the Kindergarten foyer and also on our website – www.hughesdalekinder.com.au In Summary - Hughesdale Kindergarten was rated "Exceeding National Quality Standard" on the 21st August 2024 from the Department of Education after a rigorous assessment of the quality of our Kindergarten against the National Quality Standard (NQS) and the Education and Care Services National Regulations 2011 (National Regulations), which we are very proud of this achievement. 🍌

QUALITY AREA 1: Educational Program & Practice	This quality area of the National Quality Standard focuses on ensuring that the educational program and practice is stimulating and engaging and enhances children's learning and development. RATING : EXCEEDING NQS
QUALITY AREA 2: Children's health and safety	This quality area of the National Quality Standard focuses on safeguarding and promoting children's health and safety. RATING : EXCEEDING NQS
QUALITY AREA 3: Physical environment	This quality area of the National Quality Standard focuses on the physical environment and ensuring that it is safe, suitable and provides a rich and diverse range of experiences that promote children's learning and development. RATING : EXCEEDING NQS
QUALITY AREA 4: Staffing arrangements	This quality area focuses on the provision of qualified and experienced educators, coordinators and nominated and experienced supervisors who are able to develop warm, respectful relationships with children, create safe and predictable environments and encourage children's active engagement in the learning program. RATING : EXCEEDING NQS
QUALITY AREA 5: Relationships with children	This quality area focuses on relationships with children being responsive, respectful and promoting children's sense of security and belonging. Relationships of this kind free children to explore the environment and engage in play and learning RATING : EXCEEDING NQS
QUALITY AREA 6: Collaborative partnerships with families and communities	This quality area of the National Quality Standard focuses on collaborative relationships with families that are fundamental to achieving quality outcomes for children and community partnerships that are based on active communication, consultation and collaboration. RATING : EXCEEDING NQS
QUALITY AREA 7: Governance and leadership	This area focuses on effective leadership and governance of the service that contributes to quality environments for children's learning and development. Well-documented policies and procedures, well-maintained records, shared values, clear direction and reflective practices enable the service to function as a learning community. An ongoing cycle of planning and review, including engagement with families, creates the climate for continuous improvement. RATING : EXCEEDING NQS

Code of Conduct

Hughesdale Kindergarten is committed to establishing and maintaining high standards of behaviour and creating and maintaining a child safe environment that reflects our beliefs, values and our philosophy. As a result, all parents are requested to read our Code of Conduct Policy (available on the Hughesdale Kindergarten website) and complete and sign the Code of Conduct document for parents/guardians, which is part of the online Mandatory Supplementary Forms.

Reportable Conduct Scheme

Victoria has a Reportable Conduct Scheme to oversee allegations of child abuse and misconduct. We all have a responsibility to keep children safe from harm and abuse. Education and care services and children's services must notify the Commission for Children and Young People of allegations of reportable conduct from 1 January 2019.

The Reportable Conduct Scheme helps to prevent people who pose a risk to children from continuing in child-related work. Full details of the Scheme can be found at <https://ccyp.vic.gov.au/>

Child Safety Statement

Hughesdale Kinder has zero tolerance for child abuse and all forms of harm to children. Hughesdale Kindergarten is committed to child safety and wellbeing in accordance with the Child Safe Standards. To achieve the best outcomes for children and young people who engage with us, We expect our staff, Committee members, contractors and our families or service providers to work in line with the Victorian Child Safe Standards (including the 11 child safety standards effective 1 July 2022) and meet these obligations. Hughesdale Kinder is committed to:

- hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our Kinder.
- have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures
- the promotion of cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- do the best we can to keep ALL children safe from harm and abuse and for them to be safe, happy and empowered.
- preventing child abuse and identifying risks early and then reducing or removing them.
- supporting and respecting all children, as well as our staff and volunteers.
- having legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- the establishment and continuous improvement of our child safe policy and supporting procedures;
- preventing child abuse and identifying risks early, and removing and reducing these risks.
- have robust human resources and recruitment practices for all staff and volunteers
- working to minimise risk to the wellbeing and safety of children in both online and physical environments.
- the prevention of child abuse by having regular training and educating our employees and volunteers to identifying risks early, and work on removing and reducing those risks.
- taking all reasonable steps for thorough recruitment due diligence, including the requirement that all employees, contractors and volunteers in public facing roles hold a valid Working with Children Check.
- support and respect all children, as well as our staff and volunteers.

Hughesdale Kinder is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing Hughesdale Kinder has the right to feel and be safe.

All employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

You may speak confidentially with the Educators or contact the Department of Human Services. For further information, you may refer to the website: www.ccyp.vic.gov.au

Money

Hughesdale Kindergarten is cashless. Please do not hand any fund-raising money or fees to staff members. The Kinder has a Square in which payments can be processed. Alternatively, a direct deposit can be made. When using Direct Deposits please clearly indicate the child's surname, child's initial, group and item in the reference field ie: Smith F Warins Fees (Fred Smith Warins Fees)

2025 FEES- 4-year-old Kinder

Not applicable to those families accessing Kinder funding at Hughesdale Kindergarten.

2025 FEES- 3-year-old Kinder

Not applicable to those families accessing Kinder funding at Hughesdale Kindergarten.



For those families that are accessing free kinder at a service other than Hughesdale Kinder, the fees are determined by the Committee of Management after taking into consideration the current budget (prepared by the Treasurer in consultation with the Executive Committee), Government "Funding Criteria" guidelines and the fees charged by other kindergartens in the area. Fees are reviewed annually.

If you choose to pay any fundraising payment by credit card using the POS machine located at the kindergarten, families will be charged an additional 1.9%

If you have any queries please contact the Treasurer for assistance. It should be noted that personal financial matters are dealt with in strict confidence. We can set up a payment plan if necessary.

Early start kindergarten - for eligible 3 year old children

The Early Start Kindergarten grant, provided by the Department of Education and Training (DET), provides eligible 3-year-old children access to a quality kindergarten program free of charge. The grant is available for up to 15 hours per week and is available in all licensed services, where a kindergarten program is being planned and delivered by a degree qualified early childhood teacher.

To be eligible, children must be:

- aged 3 years by 30 April in the year they are enrolled
- be an Aboriginal and or Torres Strait Islander OR
- be known to Child Protection (including children referred from Child Protection to Child FIRST).

We encourage eligible families, to contact their teacher ASAP regarding The Early Start Kindergarten Grant.

Enrolment forms

It is a legal requirement that all paperwork/ online forms relating to your child is up to date and accurate. Our enrolment policy states that a child cannot commence kindergarten until all required paperwork is submitted to staff.

Punctuality

The time prior to each session is used for setting up the activities inside and to ensure a safe arrangement outside. If you are early, we would appreciate you waiting until opening time.

Please try and be punctual when collecting your child, as it can be very distressing for any child to find that they are the last at kindergarten. If you are running late to collect your child, please telephone and advise the teaching staff.

Settling in

Some children may take longer than others to feel comfortable in a new situation.

With patience and understanding, most children settle into the routine of kindergarten. Whatever time it takes, you will usually notice a new confidence in your child once he/she has overcome an initial anxiety. Learning to trust is an enormous step for children to take, and we want it to be as easy as possible.



Attendance Book

In accordance with the Children's Services Regulations 2020 parents/caregivers or an authorised person is required to bring and collect their child every kindergarten session. The attendance book must be completed every time your child enters and leaves their kindergarten session.

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

Arrival at kindergarten

- On arrival parents/carers sign the attendance book.
- Parents/caregivers need to wait and remain with their child in the kitchen foyer and escort them into the playroom when the session commences. The kindergarten door will not be open until the start of each session therefore parents / caregivers are responsible for children in the waiting area prior to commencement.
- Children place their bags and coats in the lockers in the bathroom and then WASH THEIR HANDS / use hand sanitiser before proceeding to the playroom. This is necessary to support our Anaphylaxis Policy; we would appreciate your co-operation with this procedure.
- The staff will indicate whether the session will begin indoors, outdoors or with a play time or group time on the mat. Parents are encouraged to assist their child in settling in.
- Younger or older children cannot be left at the Centre without a parent or guardian present.

Authorisation procedures for collecting a child

Please be prompt when collecting your child from the Kindergarten. You must phone educators if you are likely to be late collecting your child.

These procedures are to be followed when a child is collected by an unauthorised person, including where a parent/guardian or authorised nominee telephones the service to notify that such a person will be collecting their child. The nominated supervisor will:

- request that the parent/guardian or authorised nominee email Hughesdale Kinder if it is possible to do so, detailing the name, address and telephone number of the person who will be collecting the child
- accept a verbal authorisation if it is not possible for the parent/guardian or authorised nominee to provide authorisation via email, provided the following procedure is followed:

- all details of the person collecting the child, including the name, address and telephone number of the person must be obtained
 - two educators take the verbal authorisation message (recommended by DE)
 - the verbal authorisation is documented and stored with the child's enrolment record for follow-up.
 - photo identification is obtained to confirm the person's identity on arrival at the Kinder
 - ensure that parents/guardians or authorised nominees follow up a verbal authorisation by completing an Authorisation Form (refer to Attachment in filing cabinet) when next at the service, or by adding details of the new authorised nominee to the child's enrolment form
 - ensure that an email authorisation is stored with the child's enrolment record
- ensure the attendance record is completed prior to child leaving the service
 - refuse to release a child where authorisation is not/cannot be provided by the parent/guardian or authorised nominee
 - contact police if the safety of the child or service staff is threatened
 - implement late collection procedures if required

Please DO NOT sign your child out (time and signature) until you arrive to pick your child up.

Once a staff member releases the child into the care of the parent/guardian or carer picking up the child, the child's supervision is the responsibility of the parents/guardians or carers while they are still on the premises.

Procedures to ensure the safe collection of children

Early childhood professionals have a duty of care not to endanger children at the Kinder by knowingly placing them in a situation that could reasonably be expected to be dangerous, including releasing a child into the care of an inappropriate person (including a person who may pose a risk to the safety, health or wellbeing of any child/ren at the Kinder).

Where an educator believes that the parents/guardians or authorised nominee may be ill, affected by alcohol or drugs, or not able to safely care for the child, the following procedures must be followed.

- Consult with the nominated supervisor or the approved provider, if possible.
- Advise the person collecting the child of their concerns and suggest contacting an alternative authorised nominee to collect the child.
- If the nominated supervisor or the approved provider fears for the safety of the child, themselves or other service staff at any time, call 000 or contact the police immediately.
- Complete the Incident, Injury, Trauma and Illness Record and file with the child's enrolment form.
- Inform the approved provider as soon as is practicable, and at least within 24 hours of the incident.
- Inform the Regulatory Authority (DE) within 24 hours of a serious incident occurring

Late pick up of children

Should you be late to pick up your child after session, please note the following procedure will take place. Parents/Guardians must contact the kindergarten if they are to be more than ten (10) minutes late. Procedure for staff to follow:

- 1. Fifteen (15) minutes after conclusion of session:** The Parent/Guardian or, if the parent/guardian is unable to be contacted, an emergency contact person is to be notified to make arrangements for the child to be taken from the Kindergarten as soon as possible.
- 2. Thirty (30) minutes after conclusion of session:** Staff will contact Committee of Management to arrange one committee member to attend the centre to assist with supervision.
- 3. Sixty (60) minutes after conclusion of session:** After all emergency contacts have been tried and parent/guardian has not contacted the centre, staff will contact the Department of Education & Training.

Safety of the Children:

Please make sure that THE ENTRANCE DOOR AND FRONT IS CLOSED at all times, even if you are just coming in for a minute. Never let a child out of the door/gate area unless he or she is with an adult. Please do not allow swinging and climbing on the gate at the front of the building. Serious injury could result from a fall.

If you have to leave your car, even for a minute, always take your children with you



Children left unattended in car laws

In Victoria, it is illegal to leave a child unattended in a vehicle under the Children, Youth, and Families Act (2005). Please ensure you bring siblings into the Kindergarten when dropping or picking up your Kinder child.

Parking permits

Parking restrictions are strictly enforced around the Kinder. Please be aware of the parking signs whilst at Kinder. If you are going to stay longer than two hours, please see a staff member for a 'temporary parking permit' which you can collect from the bathroom white cupboard. Please return parking permits to the cupboard in the foyer or place permit in the letterbox before you leave.



Helping us by participating in duty

Your help is invaluable in the smooth running of our program. This opportunity also provides parents/guardians with a time for observing their child at work and play in the Kindergarten environment.



Those parents who are in the workforce and unable to participate in the duty roster themselves need to arrange for another person (for example; grandparent, aunt/uncle or friend) to attend.

A complete copy of the roster will be emailed to you or placed in your child's pockets. Once the duty roster has been distributed the master copy will be placed on the pin board above the attendance book in the foyer. If you switch duty days with another parent, please update the Master Duty Roster.



Siblings are welcome, but it must be stressed that they are the responsibility of the parents/guardians doing Kindergarten Duty. Please supervise them always (Toys can be found in the cupboard below the attendance book).

It is your responsibility that if you are unable to do your rostered duty YOU MUST arrange a swap with another parent and change it on the duty roster (found in the foyer)

Working with children checks:

It is a legal requirement that Educational providers request current grandparents/aunties/carers (people completing parent duty) to apply for a working with children check. We recommend parents to apply for this. It does not cost anything as a parent and applying for one is an easy process. General Information can be found at: <http://www.workingwithchildren.vic.gov.au>

More specific instructions on how to apply- Go to: <https://wwcv.auspost.com.au/> or visit an Australia Post outlet, have your photo taken (at no charge to you) & submit form.

If you indicate on the form that you are volunteering for Hughesdale Kindergarten we will receive a copy of your working with children check. If you already have one please leave a copy for Sharlene in the office (or in the mail slot into the office.) Please note: if you are a parent volunteer, certain restrictions apply, even if you hold a WWCC. The Department of Education instructs that while you are certainly able to accompany your own child to the bathroom, all other children must be taken to these facilities by a Hughesdale Kindergarten educator.

Fundraising

Fundraising is an essential part of kindergarten life in order to try and avoid fee increases and yet balance the books. Funds raised assist with maintenance of the facilities, purchase and replacement of equipment including books and the playgrounds, and extracurricular activities such as music programs for the children. A series of fundraising and social activities are held throughout the year, including Easter Family Picnic, Family Portraits, and Memento Tea Towels etc.

We ask that all families support and participate to the best of their ability in fundraising activities for the kindergarten to continue to provide a quality service. Parent participation in the Fundraising Committee is also welcomed and encouraged.

The kindergarten is very fortunate to receive fantastic support for fundraising efforts through donations of goods and services from local businesses. In turn, it is asked that kindergarten families support these local businesses.

2025 donations

It would be greatly appreciated if kindergarten families could donate the following at the beginning of the year:

- one box of tissues – Warin Group
- small pack of toilet paper (sealed) – Mirram Gorup
- one packet of 100 x A4 size plastic sleeves for your child's portfolio book



Working bee

As a community run kindergarten, we rely on the kindergarten community to assist with maintenance of the building, grounds and equipment that the children use. Throughout the year, working bees are scheduled for each group to participate in. They are a great way for parents to meet each other and of course, the kids love to come along and 'help' make their kinder a better and tidier place. Your working bee attendance can also be measured in other ways. If you can contribute skills such as building, painting, plumbing etc to improve the kindergarten, please discuss this with the maintenance officer or your child's teacher as there may be projects that the kinder is undertaking that you can help with on a more professional basis.

2025 working bee dates are: -

- **Mirram A – Sunday 16th March**
- **Mirram B– Sunday 25th May**
- **Mirram C- Sunday 10th August**
- **Warins - Sunday 9th November**

These dates may be subject to change. Working bees only take a couple of hours. Times will be confirmed closer to the dates and if you have any garden tools (rakes, shovels etc) please bring them along so we can get as much done as possible.

Your skills

Parents have a great deal to offer and we welcome your active participation. You may have a special skill or talent that you could share with us i.e. Play a musical instrument, sew, tell a story in English or another language, or have a special craft etc. Please discuss these talents with us so we can arrange a time and incorporate them into our Kindergarten program.



"Helping us out with the laundry" (4-5-year-old groups only)



Parents/guardians are required to assist with the weekly laundering of smocks, children's hand towels, tea towels, dress-up clothing etc. Each family will take turns during the course of the year, and the washing is sent home at the conclusion of the last session for the Kindergarten week (Wednesday and Thursday for Mirram Group).

- Please be careful of some of the smocks as they are rubber backed or plastic which CANNOT be placed in a dryer.

Library for the 4-5-year-old groups

The children will have the opportunity to borrow a book from Kindergarten on a weekly basis (literacy development). In term 2, a cotton library bag will be offered to purchase which the children will then paint and decorate. Borrowing will commence at the start of Term 3.



Parent's and children's library /community folder

We have a parent's library and a community folder which has great information (school readiness, contact details for speech therapists, local community groups; playgroups, toy library etc.) in the entrance foyer which you can borrow books/information or resources from. Please complete the library register when borrowing and returning items or see a staff member for assistance.

Communication

Good communication is a desirable asset for us all. We see both parents/guardians and staff as a resource to each other, and therefore, as active partners in the care and education of children.

Communication between home and Kindergarten is essential for your child's happiness and well-being. We as educators rely on you to share with us knowledge of your child each day to provide a quality Kindergarten program and to understand your child's changing needs.

For day-to-day concerns, please let the teacher know at the beginning of the day. Your child is our priority and their happiness is very important to us.

Skoolloop

We have a smartphone app-based service for communications with families. We ask families to download the Skoolloop app. on their phones. Please join 'Whole kinder' as well as your relevant kinder group(s) (Mirram groups: please join 'Mirram' as well as your specific session group). This app will be used to receive "Notices" and "Newsletters".

We ask families to use this app for letting your teachers know your child will be "Absent" from class.



Talking to the teacher

We hope you will recognise that all Teaching Staff are approachable and willing to discuss anything relating to your child or Kindergarten affairs at any time. Often small things can be of immense importance or concern to a child and are best discussed while they are of concern. The teacher is there to support parents and communicate children's developmental needs and to share records with parents. Sometimes it is not appropriate to talk when the child is close by. If you would like an appointment, ask the educator concerned either on arrival or departure to organise an appointment.

Transition reports (4 / 5 year old groups only)

Transition to School Statements are completed for every child starting school regarding the child developing and growing within the Early Years Framework. These Transition Learning and Development Statements consist of a part for the families to complete and a section from the Early Childhood Educator. These reports will:

- Summarise the strengths of your child as they enter school
- Identify their individual approaches to learning and interests
- Indicate how your child can be supported to continue learning



If you have any questions about filling in the forms, please do not hesitate to ask.

2nd year of funded 4 year old kinder

There have been significant changes to the process of applying for second year funding. It cannot be assumed that your child will be eligible. There are strict guidelines and the government only guarantees every child one year each of 3 year old and 4 year old kindergarten prior to school.

If you have any concerns about your child's readiness, you need to address these prior to your child commencing kindergarten. To be eligible for funding there needs to be development delays in 2 areas from the VEYLDF (Identify, Community, Wellbeing, Learning and communication).

A child's age and overall immaturity are no longer sufficient reasons to gain access to a second year of funded kindergarten. You should not commence your child at kindergarten with the intention of having a second year unless this has been explicitly recommended by other professionals.

There is no availability for having a 2nd year of funded 3 year old kinder.

The Kindergarten therefore encourages parents/guardians to carefully consider their child's needs when deciding which year to send their child to three and four-year-old Kindergarten and therefore School. For more information, please speak with your child's teacher and refer to the DET website

at <https://www.education.vic.gov.au/childhood/providers/funding/Pages/kindersecondyear.aspx>

Parent teacher interviews

Parent Teacher interviews enable a more comprehensive discussion about your child's progress and are conducted once a year, usually June/July during your child's session.



Behaviour guidance

Over time children are developing their own inner controls. As adults, we can guide children towards meeting their own needs and respecting the rights of others and their environment. Setting appropriate and consistent limits will help children to feel safe and emotionally secure. When there is a problem or conflict between children staff will:

- Look at what has happened
- Talk about the consequences
- Guide the children involved towards a possible solution.
- For further information refer to the Behaviour Guidance policy located on our website.

Notices & newsletters

Throughout the year, you will receive newsletters (via Skooloop) outlining the educational program and informing you of any upcoming events. There will also be many other notices from the Committee of Management in regards to social and other fundraising events.

It is parent's / guardian's own responsibility to collect notices from the individual pockets in the entrance foyer. Other news, duty rosters, community notices and items of interest will be displayed for you on the Parents' Information Notice Board located in the foyer or your groups reflection book (next to the attendance book).

Portfolios

Each child has a portfolio which builds over time to visually document their unique learning journey at kindergarten. The children are involved in creating pieces to go in their portfolios and are encouraged to transcribe their ideas or stories.



Staff take meaningful photos of the children engaged in play and record the children's learning stories. These capture the children's current interests and knowledge and are built upon with further goals and planning. Families are encouraged to look at their child's portfolio throughout the year and contribute comments to share their child's experiences etc.

Birthdays / celebrations



A birthday is a very special occasion. We have a wooden birthday cake and we sing "Happy Birthday" and blow out the candles.

The kindergarten has taken on parent suggestions, requesting no food/lollies/chocolates be brought to Kinder to share amongst the group. This eliminates children missing out due to allergies, families who cannot afford treats, siblings fighting kinder children for the treats etc.

When distributing party invitations or Christmas cards please do so via the individual pockets located in the foyer or hand directly to the parents concerned. This avoids disappointment being experienced by those children not being invited or not on the receiving end.

Clothing

Please do not dress your child in their best clothes when coming to Kindergarten. We are active and messy throughout the day so shorts, track pants and comfortable clothing are best. Even though aprons / smocks are worn for messy activities, it is difficult for children to come home perfectly clean.

- Your child needs to wear clothes that they can manage easily when going to the toilet.
- Each child must bring along a kindergarten bag suitable for storing belongings and to carry home artwork.
- Please keep a complete change of clothes in your child's bag (*ensure your child's Kinder bag is big enough for your child to pack ALL their belongings in it themselves*), including underpants, shorts and t-shirt all of which, are clearly marked with your child's name.
- T-Shirts, windcheaters and hats bearing the Hughesdale Kindergarten logo are available for purchase throughout the year, however, this is NOT compulsory
- Lost property will be placed in the "Lost Property Box" located in the entrance foyer.

Shoes

Please bring children in strong shoes or sandals that fasten or tie to provide secure motor control which they are able to put on and easily remove themselves. Children feel a wonderful sense of independence when they can put on their own shoes!

- Our clothing Policy states that **Thongs / Clogs / Crocs / Slip-ons are not to be worn**



SunSmart

As a Sun Smart Kinder, sunhats must be worn by the children from 1st September through to 30th April and are optional for the remainder of the year. Sunhats should provide shade to the face, back of the neck and ears, i.e. a broad rimmed, legionnaire or bucket hat. If the child does not bring a suitable sun hat and there are insufficient spare hats available, then there is a 'no hat, no outside play' policy.

- Sun protection is required when UV levels are 3 or higher
- Children must bring a hat that is clearly named and we recommend that it stays at Kindergarten in their allocated pocket throughout the year.



Our SunSmart Policy states very clearly that Baseball hats (peaked hats) are not permitted to be worn.

No singlet tops

Children should be dressed in appropriate sun smart clothing. Singlet tops and shoe-string tops/dresses do not provide enough protection from the sun. If these are worn, a T-shirt or shirt should be worn over the top when going outside.

As per our Sun Smart policy, parents and siblings attending duty are required to wear an appropriate hat and appropriate Sun Smart clothing

Sunscreen

It is important to have a healthy balance of UV radiation exposure. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health. Appropriate levels of sun exposure can vary from child to child. Parents/guardians are responsible for:



- applying sunscreen to their child before the commencement of each session during the times specified in the Scope of this policy (beginning of September to the end of April).
- providing written authority for staff to apply sunscreen to their child.
- providing, at their own expense, an alternative sunscreen to be left at the Kindergarten if their child has a particular sensitivity to the sunscreen provided by the Kindergarten

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

Fruit time & lunch time

Children are required to bring their own individual morning / afternoon tea and lunch to each session. Emphasis is on healthy eating at Hughesdale Kindergarten; therefore, we encourage the eating of fresh fruit/vegetables.



Routines such as packing away, washing hands, and eating together are also valuable learning times for your child. Children are learning to help each other and be responsible for their environment when packing away. Snack time is a time when children learn to sit together, eat their snack and talk to each other.

Your Child's snack / lunch needs to be brought in a clearly named container or paper bag.

Suggested foods

<u>Fresh Fruit / Dried Fruit</u>	<u>Vegetables/Other foods</u>
✓ apple ✓ sultanas ✓ bananas ✓ apricots ✓ stone fruit ✓ prunes, dates, figs ✓ melon ✓ grapes (cut length ways) ✓ strawberries	✓ celery sticks, cheese ✓ sandwich ✓ cucumber ✓ rice cakes ✓ tomatoes ✓ corn cakes ✓ snow peas ✓ rice crackers



Foods that require refrigeration such as yoghurt and dairy snacks are permitted however must be placed in an insulated lunch box (maybe with an ice brick).

Food/drink that is NOT SUITABLE

<u>Sweet drinks:</u>	<u>High sugar foods:</u>
- fruit juice - sports drinks - cordial, soft drink - flavoured milk	- flattened fruit straps - lollies, chocolate - donuts - chips

Children in Mirrams and Possums – need to be made aware of the difference between fruit time snack and lunch by providing each in a separate container or compartment and placing them on the trolleys located in the kitchen. Please remember: -

- ✓ to include a spoon in your child's lunch box if required i.e. yoghurt
- ✓ cut the tops of bars
- ✓ cut a slit in your child's banana or start peeling the mandarin etc.

Our aim is to encourage the children to be as independent as possible. ***Due to health issues: children are not allowed to share their food and we are unable to heat their food in the microwave.***

Nut and nut products

We need to demonstrate a duty of care to ensure that all children are safe whilst at kindergarten. With this in mind, **NO Peanuts or any other Nut products (Peanut Butter, Nutella, Muesli Bars) are to be brought into the Kinder.**

We hope to alert parents to the potential severity of an “ANAPHYLACTIC” reaction and provide information on how parents/guardians can help prevent such reactions, by being aware of which products are to be avoided. Parents/guardians need to inform the kindergarten of all allergies, if any, when enrolling your child.



Nuts that need to be avoided are as follows:

Pecans	Pistachio Nuts	Hazelnuts
Walnuts	Macadamias	Cashews
Brazil Nuts	Pine Nuts	Almonds

The following is a list of food commonly used in children’s snacks/lunches that are at risk of containing nuts:

- Peanut Butter
- Nutella
- Breakfast Cereal Bars
- Health food and muesli bars
- Dips
- Satay flavoured rice crackers

Water bottles

Please supply your child with a **NAMED DRINK BOTTLE**, which contains **WATER ONLY**. Whilst at Kinder, the drink bottle will always be accessible to your child. Please ensure your child is capable of opening and closing their own drink bottle, without adult assistance.

- When arriving at Kinder place water bottle on small trolley which will be located at the beginning of the session in the kitchen.
- Please discuss with your children the importance of **NOT** sharing food or water bottles with other peers.



Recycling / sustainability

- Hughesdale Kindergarten educates children about sustainable practices through everyday experiences.
- Children learn about sustainable practices in many aspects of the curriculum some of which include composting, recycling, water conservation, use of natural materials and sustainable gardening
- Rainwater tanks have been installed in our garden
- We have set up a worm farm and we are continuously collecting food scraps at snack/lunch times. The children regularly are talking to the educators about the healthy food scraps that the worms like to eat
- Green ice-cream buckets located on the trolleys are for food scraps for the worms
- Yellow ice-cream buckets are located on the trolley for recyclable items (ie: yoghurt lids)
- White rubbish bin is used for plastic rubbish
- Parents on duty – wash and dry plastic recyclable food containers from snack/lunch times (i.e: yoghurt tubs) and place in the box collage wooden box for children to use and create masterpieces
- Hughesdale Kindergarten welcomes paper, wood off cuts, ribbons, materials etc.



Box collage

Children love being creative with box collage. We ask for your donation of empty clean boxes (eg: cereal boxes, sultana boxes, clean yoghurt containers) which you can bring to Kinder and place in the kitchen area for staff to sort. However, Health Department regulations stipulate that we cannot accept or use toilet rolls, soap boxes or washing detergent boxes.

- Please do not bring boxes that have had nut products in them.
- We also love collecting clean glass baby food jars.



Children's artwork

Artwork (if any) can be claimed from your child's locker. Please do not assume that your child has done nothing if she/he has no artwork to take home. Our session is full of 'doings' of different kinds. The process of learning is more important to children than an end-product.



Articles / toys from home

Children are only beginning to understand "ownership" and sharing can be difficult for them. It is easier to share community property (things which belong to the kindergarten) than their own toys. There will be times when children are asked to bring something special, for example, teddy bears for Teddy Bears Picnic, and we encourage them to bring items related to areas of interest during the week (e.g. books on an activity/country/animal or food).

If your child needs the security of a loved toy during the first few weeks, please explain that it may need to stay in a safe place but will return home with your child at the end of the session.

Writing



If your child is interested in writing, you can assist them by using the correct lettering.

Upper case letters are easier to write but should only be used to start a name with the others being in lower case. Attached is a copy of VICTORIA foundation font, which we encourage the children to use.

Whenever you write something for your child, it would help if you could use this style of writing.

It is also important that children are helped to hold writing tools correctly whenever they draw or write.

Please see us if you are unsure about the correct grip/hold.

Hygiene

Infection can be spread through direct physical contact between people, airborne droplets from coughing and sneezing or from contact with surfaces and objects. Children can come into contact with many other children and adults, and with toys, furniture, food and eating utensils. Children who have caught certain infectious diseases need to stay away from school or child care until they have completely recovered. This is not only because they need time and lots of rest in order to fully recuperate from their illness. It is also to help minimise the spread of infections.

Because infectious diseases are spread by contact with others, there are regulations about when children can go back to school or child care after contracting these diseases. This is to prevent epidemics of these illnesses happening. Children who have caught certain infectious diseases need to stay away from Kinder until they have completely recovered. This is not only because they need time and lots of rest to fully recuperate from their illness. It is also to help minimise the spread of infections.

While it is not possible to prevent the spread of all infections, we attempt to minimise the spread of these epidemics/illnesses.

Our hygiene strategies include: encouraging children to follow simple rules of hygiene such as hand washing regularly, particularly before eating, handling food and after toileting; ensuring equipment and toys are regularly cleaned/washed and are well maintained; keeping facilities such as bathrooms, kitchens and play areas clean; encouraging children to use hygienic toileting methods; developing clear procedures for handling and disposing of body fluids such as blood and any contaminated items such as wound dressings; excluding ill children from the kinder; encouraging families to keep unwell children at home.



We encourage children to use tissues to wipe their noses, put the tissue in the bin and wash their hands with soap and water (counting to 20 and creating bubble gloves).

Health and Children's Absences

For the sake of your child's well-being and that of others, please keep children at home if they are over-tired or unwell, particularly if they are suffering from:

- High Temperature
- Eye / ear discharge
- Coughs or colds
- Diarrhoea and or vomiting (48 hours after the last occurrence must have passed)
- Skin sores of any kind (infectious)
- Infectious or contagious diseases. Refer to the full Illness Exclusion table for details of specific conditions and terms of exclusion. This can also be found in the foyer of the Kindergarten or on the Department of Health website: <http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>

- ***Please phone us if your child catches one of the illnesses listed – including head lice***

When to go Back to Kinder

It is always best to err on the side of caution to ensure that your child's illness does not recur or is transferred to other children.

When can I send my child back to school or day care after having gastro?

If your child has gastro (diarrhoea +/- vomiting), your child must have had NO vomits or loose / altered poo for a minimum of 48 hours and be well enough before you can consider sending them back to kinder. This is because your child may seem to have recovered for a day, but then residual symptoms can come back the day after.

Furthermore, some causes of diarrhoea (particularly viruses like norovirus and rotavirus) can still be contagious for many days after symptoms stop and as such, making sure you teach and practise good hand hygiene with frequent handwashing is a MUST!

- Children do not enjoy kindergarten activities or learn effectively if they are unwell.
- Don't forget to ring and inform the staff of the reason for your child's absence.

Health and Wellbeing:

It is our duty of care to notify parents if their child is unwell and often the child will need to go home. It is important that you have a backup carer (friend or relative) at this time if your child becomes ill. It is imperative that the Kindergarten's Incident, Injury, Trauma and Illness Policy and Dealing with Infectious Diseases Policy are understood and observed by all parents in order to protect the welfare of the individual child, the group and the staff in general.

- If your child becomes unwell whilst at kindergarten, we will make all attempts to make your child comfortable and you will be notified immediately.
- Parents will be notified of any outbreak of an infectious disease within the Kindergarten by an email and a notice being displayed next to the attendance book.



Medication Administration

A staff member must be informed of any child who is on medication. When bringing medication to the Kindergarten for your child, the medication book must be completed so that the medication can be administered correctly.



The medicine bottles and packets must be clearly labelled with the child's name for which it has been prescribed. **Parents must hand all medication directly to a staff member and must not leave any medication in a child's bag.** The staff will ensure that all medications are stored in a safe place (office or locked medication cupboard in bathroom).

No medications can be administered to any child without the written permission of the parent/guardian OR persons authorised to do so on the child's enrolment form. Therefore, parents must sign on each day for the medication to be administered or provide permission for long-term medication such as Ventolin or an Epi-Pen via a Management Plan.

Parents must also sign the medication book at the end of each day to acknowledge that the medication has been administered. If a parent administers any medication to their child on the premises, this also needs to be recorded in the medication book. All medications administered at the Kindergarten will be checked and signed for by two staff members. Medication **will not** be administered in the following instances:

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

Herbal preparations

Herbal preparations do not fall within the clear definition of medications and will not be administered to children at Kindergarten.

Asthma

For children diagnosed with Asthma, parents are required to complete an Asthma Action Plan in consultation with kindergarten staff before your child commences kindergarten. These records ensure that teachers are aware of your child's needs in the event of an asthma attack. Information in the plan should be updated if there are any changes to your child's medication, asthma symptoms or treatment.

Asthma medication and a spacer is to be stored in the BUDDY BAG at the Kinder at all times.

Parents are encouraged to communicate regularly with educators/staff in relation to the ongoing health and wellbeing of their child, and the management of their child's asthma.



Anaphylaxis

Anaphylaxis is a severe allergic reaction that can be life threatening. If the child requires an Auto-injection device at kindergarten, staff will need to be informed of the requirements, and an Anaphylaxis Action Plan and communication plan will be developed in consultation between the parents and kindergarten staff.

A risk minimisation plan will also be developed for each child with anaphylaxis. Information in the plan should be updated if there are any changes to your child's medication, symptoms or treatment.

Any medication, including an EpiPen, is to be given to staff to store safely during the session.

Any child who has been prescribed an adrenaline auto-injection device is not permitted to attend the service or its programs without the device.

Parents are encouraged to communicate regularly with educators/staff in relation to the ongoing health and wellbeing of their child, and the management of their child's allergy/reaction. Hughesdale Kindergarten has a policy regarding the management of anaphylaxis in our Kindergarten. This policy is available to be read at the kindergarten.

'No jab, no play'

Children enrolled in any Victorian Early Childhood service, including kindergartens, must be fully immunised for their age, unless they have an approved medical exemption. Evidence of immunisation status must be provided via a copy of your child's Immunisation History Statement (IHS). This will need to be provided along with the payment of your Term 1 kinder fees at the November AGM.



To obtain a copy of your child's IHS from the Australian Childhood Immunisation Register please follow these steps:

- Log into your myGov or Medicare online account
- Follow the links to Immunisation History Statement on the Medicare page
- Select your child's name and either print a copy of the statement or Download a pdf version

You can also call the Australian Immunisation Register on 1800 653 809, visit a Medicare or Centrelink office or request a statement via email at air@servicesaustralia.gov.au

You are welcome to email a soft copy of the certificate to office@hughesdalekinder.asn.au or we are happy to photocopy your original copy at the kinder.

Please remember to provide us with an updated copy of the IHS (Immunisation History Statement) each time your child's immunisations are updated. Failure to provide a copy of this certificate, or an approved medical exemption, will result in the withdrawal of your child's place in our kindergarten program. For more information, visit www.betterhealth.vic.gov.au/campaigns/no-jab-no-play

Head lice

If your child or any family member contracts head lice or nits, you must inform the Educators as soon as possible. Your child cannot attend Kindergarten until treatment has been carried out and the head and hair are entirely free of lice and eggs. All eggs need to be removed from the hair shaft.



Injury at kinder

Hughesdale Kindergarten has an accident book in which all accidents are recorded. Should your child sustain an injury, their name will be highlighted in the Daily Attendance Book indicating to you that your child has had an accident.

Please read the written information in the accident book and the parent/guardian or the person authorised to collect the child must sign and date before leaving the Kindergarten. If you have any concerns relating to the accident, please discuss this with staff.

Emergency illness or Accident

If your child becomes ill or suffers a severe accident, a parent or ambulance will be contacted. If parents cannot be contacted within a reasonable time your nominated “EMERGENCY CONTACTS” may be phoned. Please ensure you supply us with at least 2 other people (apart from the child’s parents) on your enrolment form and that these people are aware they are ‘emergency contacts’ for your child

If a child is involved in a serious accident or is deemed to be seriously ill, the staff will contact the Ambulance Service immediately.

Please note that all medical costs are the responsibility of the child’s parent/guardian, not the kindergarten.

Toileting

Children can use the bathroom whenever needed. We encourage independence with regard to the toilet. Children are encouraged to wipe their own bottoms and flush the toilet and wash their hands all by themselves. Please help by encouraging your child to do this at home too.

Occasionally children have accidents and they will be changed – using your spare clothes (we do have a small supply of emergency spare clothes at Kinder). Please remember to send along a change of clothing in your child’s kinder bag. All wet clothes will be sent home in a plastic bag. Educators will endeavour to let the parent/guardian know at pick up time that their child has had accident and wet clothes are in their kinder bag.



Incursions / excursions

To enhance and complement our preschool program, visitors will be invited to our Kindergarten to entertain the children during the year. The performers are selected upon their relevance to the program and the children’s interest. Procedures in accordance with Children’s Service Regulations (2020) will be strictly adhered to.

No excursions will occur without extensive parent consultation and a risk assessment being conducted.

- No child will leave the kindergarten premises without written extensive parental consultation.

Students and volunteers

Throughout the year, Hughesdale Kindergarten has students attend the Kinder from a variety of colleges, Tafe, Schools and Universities. All students/volunteers are supervised by staff always and parents are notified that they are at the centre. The staff at Hughesdale Kindergarten view students/volunteers as a positive experience for the children at this Kinder.

Pre-School Field Officer

The Preschool Field Officer from the City of Monash provides consultancy support to State funded three and four-year-old preschools and kindergartens to promote the inclusion of children with additional needs. Preschool Field Officers provide an inclusive environment for children during their funded three and four-year-old kindergarten year, by:

- Providing or sourcing information and support in response to kindergarten service inclusion needs
- Supporting services to develop, implement and sustain flexible, inclusive practices
- Assisting services to link with relevant pediatric services and community groups
- Assisting services to work in partnership with families and support networks



Kindergarten/Child Care Centres (with funded kindergarten programs) can access the PSFO support by telephone: 03 9518 3549

Privacy

Privacy is an important issue and in order to comply with State and Federal Government legislation and our Privacy policy, it is essential that all kindergarten families understand both our management responsibilities and your responsibilities as users of our service.



Hughesdale Kindergarten is ultimately responsible for and compliant with all Acts and Regulations relating to the management of the Kindergarten service. These include the Information Privacy Act (Vic), the Health Records Act (Vic), the Children's Services Act 2020 and the Children's Services Regulations 2020.

Privacy policy

Your privacy is important, and we have a detailed Privacy policy that illustrates how personal information will be collected, used, disclosed and managed – a copy of the Privacy policy is available on the website and the collections statement is included in your information folder.

Records

In accordance with the requirements of Department of Education and Training, the following records will be maintained confidentially in relation to each child enrolled in the Kindergarten:

- Completed Enrolment Forms.
- Developmental records with up-to-date information on the child.
- Individual programs with specific objectives set for the child.
- Daily Attendance records.
- Details of any consent given to take the child on an excursion.
- Details of any court orders affecting the custody of the child of which the Teacher is aware.
- Medication forms and medical clearances.
- Letters of referral, assessments, or reports sent to the Kindergarten.
- Authorisation to Collect forms where the collector's details are not already on the Enrolment Form.
- Accident forms.

All of the above records with the exception of the Daily and Weekly Attendance Records and Medication Authority forms are to be kept in the child's individual files. Children's individual files are to be retained at the Kindergarten for a minimum of 3 years after the child has left the service.

Incident, injury, trauma and illness records are to remain at the Kindergarten until the child is 25 years old.

Social media

In general, the kindergarten views social networking sites such as Facebook, personal web sites and weblogs positively and respects the right of families to use them as a medium of self-expression. If a family member chooses to identify himself or herself as an associate of the kindergarten on such internet venues, some readers of such sites or blogs may view the associate as a representative or spokesperson for the kindergarten.

The kindergarten requests that families observe the following guidelines when referring to the kindergarten, its programs or activities, its families and children and/or employees in a blog or website:

- Families are reminded that internet sites such as Facebook are public domain
- Families are requested to be respectful in all communications and blogs related to or referencing the kindergarten, its activities, families and children and/or employees.
- Families are requested NOT TO post pictures/videos of families, children or employees of the kindergarten on a website or social media platform without obtaining prior written permission.
- Families are requested not to use obscenities, profanity or vulgar language in relation to the kindergarten, its activities or employees.
- Families are requested not to use blogs or personal websites to harass, bully or intimidate the kindergarten employees, other families or children. Behaviours that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, colour or disability, sexually suggestive, humiliating or demeaning comments and threats to stalk, haze, or physically injure an employee or another family or child.

Social contact and privacy compliance

To enable families to continue to have social interaction with each other outside kindergarten hours, each family is given the opportunity via your enrolment form to authorise the kinder teacher to provide personal contact details to another family if other means of communication have been unsuccessful. There is also a permission slip that you can fill in that enables your details to be circulated with other parents which will be included in your information pack on the interview day.

All our social, community and fundraising events are arranged so that they are inclusive of everyone ensuring that personal details are always kept confidential and that parents cultural, economic, religious and family situations are respected. We want you to continue to enjoy the many opportunities that our kindergarten offers to children and families, so please take the above into consideration.

CONFIDENTIALITY- Children's records and information

- Parents should be assured that children's developmental records and information provided to the kindergarten staff of your group is kept in the strictest confidence according to Government and legislative guidelines and would only be discussed with other staff member if it was considered to be necessary to support the best interests, education or welfare of your child.
- Parents play an important and vital role in helping at the kindergarten. We trust and expect that parent helpers on duty and other volunteers at kindergarten will not discuss any child, event or situation with other parents or staff members. Any concerns, questions or comments about your child should always be directed to the kinder teacher.



Custody and access

Copies of any court orders must be given to the Kindergarten. It is the sole responsibility of the parent/guardian to notify the centre if there are any changes to a court order. Any changes to these orders throughout the year need to be given to the Kindergarten.

Family violence

- SAFE STEPS FAMILY VIOLENCE RESPONSE CENTRE 1800 015 188
Safe steps is a service for women (and their children) experiencing violence and abuse from a partner or ex-partner, another family member or someone else close to them.
- EASTERN DOMESTIC VIOLENCE SERVICE 03 9259 4200 (after hours call Safe Steps on 1800 015 188)
EDVOS is the primary specialist family violence service for women and their children who work in the eastern metropolitan region, who are currently living with or have experienced family and domestic violence.

Emergency procedures

Evacuation procedures are practised at Hughesdale Kindergarten each term- they include medical emergency situations, evacuation, and lock downs. The evacuation of children is practised informally on a regular basis (each term) so that in the event of an emergency the children know exactly what is expected of them:

- Rescue any person in immediate danger and close the door.
- Call the Fire Brigade on 000 and state the exact location of the fire.
- Evacuate to assembly point and ensure everybody is accounted for.
- Attack fire with the appropriate extinguishers only if safe to do so.
- Remain at the assembly point until advised by the Fire Brigade to return.
- At all times during the fire drill the welfare and safety of the children are the primary responsibilities of the staff. The intent should be to avoid panic and suppress undue alarm or excitement. No child shall be left unattended at any time.
- The Emergency Procedure for the kindergarten is on the wall in both the kitchen and foyer. Please familiarise yourself with the plan.



The Emergency Exits are:

Rear Exit through Double Gates

- Go through the double gates located in the playground. (Keys to gate are located on staff members). The safe assembly area is: Freda Street Reserve, located at Freda Street, Hughesdale.

Front Through main door

- Exit front door leading from kindergarten playroom, through foyer onto Freda Street. The safe assembly area is: Hughesdale Community Centre located at the Corner of Poath and Kangaroo Roads, Hughesdale.
- Each staff member will account for his/her own group by checking the sign in sheets and ensure that all children have been evacuated.
- Should an emergency occur, please follow the directions provided by the teachers.

Provision for handling complaints



We suggest education-based feedback/complaints/grievances be directed to your child's teacher first, and/or the educational leader. However, all feedback/complaints/grievances are welcome to be directed to the President (president@hughesdalekinder.asn.au) and/or Vice President (vicepresident@hughesdalekinder.asn.au) if you would prefer to contact them by phone their numbers are listed on the noticeboard outside of the office.

In certain circumstances a complaint raised by parents/guardians may need to be reported to DE by the Approved Provider (the Executive committee) within 24 hours. This may include complaints that alleges a breach of the Act or Regulation, or alleges that the health, safety or wellbeing of a child at the service may have been compromised.

Although it is advised to speak to the teacher, president or vice president first, complaints are also able to be lodged with DET through their regional office. More information about making a complaint can be found here: <https://www.education.vic.gov.au/about/contact/Pages/complaineec.aspx>

If any problems cannot be addressed with the Committee of Management, please contact: -

Department of Education - Glen Waverley Office

Level 2, 295 Springvale Road, Glen Waverley 3150

1300 333 231

Family survey

In line with current practice, Hughesdale Kindergarten conducts an annual survey of families within the Kindergarten community. Your cooperation in completing this survey is of great benefit to ensure we continue to provide a valuable service and meet our regulatory requirements.

Gambling help

Gambler's Help 1800 858 858, responsiblegambling.vic.gov.au

Gambler's Help is a 24-hour phone counselling service and is an initiative of the Victorian Government. Their website has self-help tools and information on how gambling works.

Gambling Help Online gamblinghelponline.org.au

They provide free online counselling services by trained staff, including live counselling and email support.

People help

Beyondblue: 1300 224 636 beyondblue.org.au

Beyondblue is a national, independent, not-for-profit organisation working to address issues associated with depression, anxiety and related substance misuse disorders in Australia. They also have information about gambling and depression.

Kids Helpline 1800 551 800 kidshelpline.com.au

If you do not know what to do or just want to talk to someone about the grown-ups in your life, kids can call Kids Helpline to talk about anything for any reason.

Lifeline 13 11 14 lifeline.org.au

Policies

We recommend that all families be familiar with our policies.

All Kindergarten policies are available in a folder for parents/guardians to read or available for download on our website; however, the folder must not be removed from the centre. Please see staff or committee members for its location (in foyer- displayed).

Please do not hesitate to raise any concerns with staff or committee of management members.

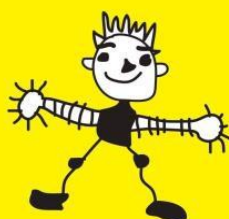
Families will be informed when policies are updated, or new policies formed and welcome parent/guardian input/feedback

Please note

Throughout the year, any changes to the following information should be immediately communicated to the Kinder so that your child's enrolment record can be updated:



- Telephone numbers
- Change of address
- Employment details (phone, address etc)
- Allergies
- Custody arrangements
- Emergency contacts
- Medical conditions



We look forward to working with you in the coming year. We know it will be a year of tremendous growth for your child.

Your support and participation are greatly appreciated and assists in the smooth running of our wonderful Kinder 😊

