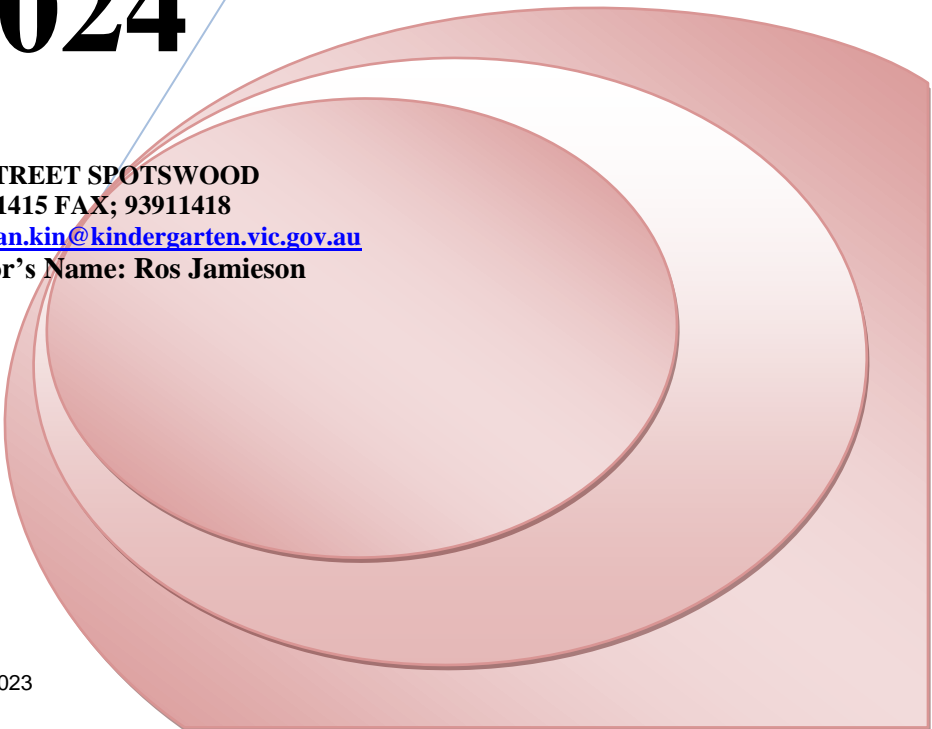


# EMMA MCLEAN KINDERGARTEN & DAYCARE PARENT HANDBOOK 2024



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EMMA MCLEAN KINDERGARTEN & DAYCARE  
PARENT HANDBOOK

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# EMMA MCLEAN KINDERGARTEN & DAYCARE

## PARENT HANDBOOK

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### ACKNOWLEDGEMENT OF COUNTRY

The staff, children, families and communities of Emma McLean Kindergarten and Daycare wish to acknowledge the traditional owners of the land on which we play and learn. We pay our respects to the Wurundjuri people of the Kulin Nation, their elders past, present and emerging. We acknowledge the strength and resilience of all Aboriginal and Torres Strait Islander people, families and communities.

### MISSION STATEMENT

The Emma McLean Kindergarten and Daycare, through collaboration with families, children and staff strive to provide unique, flexible and high-quality kindergarten and long day care programs in a safe and supportive environment, servicing our local community and their needs. We embrace best practice and responsive play-based programs, fostering independence, confidence, resilience, respect, imagination and a love of learning for all children.

### CENTRE BACKGROUND

The Emma McLean Kindergarten and Daycare was formally opened in 1944 as a sessional kindergarten. The children were housed in the Mechanics Institute, which originally occupied the site of the current playground. The centre was named after a local resident, Ms Emma McLean, who was a strong activist for the rights of all children to access a kindergarten program. Both staff and parents have worked tirelessly over the years to form a long-standing tradition within the Spotswood community to make it the centre it is today. The backbone of Emma McLean Kindergarten and Daycare has been its determination to continue to provide quality services to the children within the community, over the centre's long history.

In 1994 the centre was in danger of being closed so the committee at the time, decided to take on a brave new initiative. Taking into consideration the changing needs of the community they introduced integrated kindergarten/long daycare programs. With this change Emma McLean has been able to ensure its continued existence, as well as provide a unique service within the Hobson's Bay area. In 2022 we embraced another change and introduced a funded 3-year kindergarten, integrated with long daycare.

In 2023 construction began and the building you see today was completed and opened in 2024. We currently run a 4-year-old sessional kindergarten program a 3-year-old sessional kindergarten and a 3 and 4 year old long daycare program, accommodating up to 88 children.

Emma McLean Kindergarten and Daycare is managed by a parent committee and as such relies heavily on families volunteering their time to ensure that the centre remains viable.

Hobson's Bay City Council own and maintain the premises as a part of the licensing agreement.

### OUR COMMITMENT TO CHILD SAFETY

The Emma McLean Kindergarten and Daycare is committed to child safety by clearly stating that;

- we have a zero tolerance to child abuse. All allegations and safety concerns will be treated very seriously and consistently in line with our policies and procedures.
- We will follow our duty of care and legal obligations to contact authorities when we are worried about a child's safety.
- The safety and wellbeing of all children in our care is our first priority; it is fundamental to their ability to learn and develop.
- We support and respect all children and uphold their right to feel and be safe at all times.
- We actively work to listen to; and are committed to the participation and empowerment of all children.
- We are committed to preventing child abuse, identifying risks early, and removing and reducing these risks.
- We have an appropriate screening process that we follow before employing new staff; checking references and ensuring they have a current Working with Children Check (WWCC) and/or a current registration with the Victorian Institute of Teaching
- We are committed to regularly training and educating all staff members regarding child abuse, risks and how to interact and behave with children.
- We are committed to providing and promoting safe environments for all children, including vulnerable children.
- We provide and promote the cultural safety of Aboriginal children, Torres Strait Island children, children from culturally and linguistically diverse backgrounds and we provide a safe environment for children with a disability.
- We will ensure that all staff members understand the process for reporting any child safety issues
- We are committed to ensuring all staff members and volunteers understand that child safety is everyone's responsibility.
- We promote our commitment to the Child Safe Standards and support our members to maintain these standards.

## CODE OF CONDUCT

This code of conduct has been drawn up to outline the standard of conduct expected of members of the committee of management, staff, parents, contractors and others involved with *the Emma McLean Kindergarten and Daycare*. The fundamental principles outlined in this code of conduct are intended to guide the above-mentioned group of people to act in a fair and ethical manner for the benefit of *the Emma McLean Kindergarten and Daycare* and its members. The *Emma McLean Kindergarten and Daycare* is committed to the following values underpinning the interactions that committee, staff members, parents, students, volunteers and contractors have with one another and when they are representing the service.

*The values that are most relevant to the Emma Mclean Kindergarten and Daycare are: trustworthiness, respect, responsibility, fairness and courtesy.*

All parties bound by this code will:

- strive to achieve *the Emma McLean Kindergarten and Daycare* vision and mission of the organisation and uphold its core values
- take a zero tolerance to racism, child abuse and discrimination.
- ensure all *the Emma McLean Kindergarten and Daycare* activities and decisions are in compliance with relevant legislation, and in line with the constitution, by-laws and policies of the organisation
- promote the work of *the Emma McLean Kindergarten and Daycare* and keep informed about its programs and activities
- ensure that the activities of *the Emma McLean Kindergarten and Daycare* are responsive to the needs and interests of the children and their families.
- acknowledge that the organisation is funded by public money and ensure that decisions are made appropriately, and are open to public scrutiny (while recognising the need to be confidential and comply with the service's privacy policy when individual users and staff are under discussion)
- ensure accountability to the members by documenting and communicating actions and decisions, as appropriate
- apply the principles of equality and diversity, and ensure that the organisation is fair and open in all of its activities
- actively seek input from and communicate with all members
- act with honesty, fairness and openness in all dealings as representatives of *the Emma McLean Kindergarten and Daycare*.
- uphold and assist others dealing with the organisation to uphold the highest standard of professional conduct
- conduct themselves in a manner which does not undermine the reputation of *the Emma McLean Kindergarten and Daycare* or its staff
- exercise the powers vested in them in whatever capacity for the good of all members of *the Emma McLean Kindergarten and Daycare* and not secure any benefit or advantage for themselves
- disclose any real, potential or perceived conflicts of interest promptly and comply with agreed processes for the management of such conflicts
- respect the privacy and confidentiality of all information, papers, discussions, and decisions and use information gained in their roles appropriately
- act prudently and with probity to protect all financial assets and resources of *the Emma McLean Kindergarten and Daycare* and ensure that they are used to deliver the service's objectives
- Committee members must ensure that the committee performs effectively by:
  - ensuring cooperation of all committee members to manage the committee's operations
  - striving to attend all committee meetings and contribute productively to meetings
  - acknowledging and respecting diverse views on the committee and amongst members
  - participating in annual committee performance appraisal, renewal and succession planning
  - developing a risk management plan and taking actions to mitigate identified risks
- accept collective responsibility for the decisions of the committee
- utilise their individual skills, personal qualities and knowledge for the benefit of the organisation.

## CHILD SAFETY CODE OF CONDUCT

Emma McLean Kindergarten and Daycare is committed to the safety and wellbeing of children and young people. We recognise the importance of, and are responsible for, ensuring our organisation provides a safe, supportive and enriching environment which respects the rights and wellbeing of and fosters the dignity and self-esteem of all children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, service policies and procedures and professional standards, codes and ethics.

The Committee of Management and staff of Emma McLean Kindergarten and Daycare will support the implementation and monitoring of the Code of Conduct, delivering inclusive, safe and orderly learning environments and provide information and support to enable the Code of Conduct to operate effectively.

The Code of Conduct applies in all situations, including excursions and in the use of digital technology and social media. All staff, contractors, volunteers, students and any other person involved in child related work at the Emma McLean Kindergarten and Daycare are responsible for supporting and promoting the safety of children and complying with the Code of Conduct by;

#### **Acceptable Behaviours**

- Adhering to the Child Safe Environment and Wellbeing, Inclusion and Equity and the Interactions with Children Policies.
- Taking all reasonable steps to prevent children from abuse and harm
- Working to prevent racism, discrimination and actively promoting the participation and inclusion of all children, recognizing in particular
  - The cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
  - The cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
  - The safety, participation and empowerment of children with a disability
  - Gender diversity and the safety of same sex attracted young people.
- Modelling appropriate adult behavior
- Listening to children and young people and responding to their needs appropriately.
- Reporting any allegations of child abuse or other child safety concerns to DHHS Child Protection, the Police or Child First immediately.
- Working with children in an open and transparent way
- Encouraging children to “have a say” and participate in matters that are important to them
- Upholding the centre’s “Statement of Commitment to Child Safety” at all times
- Treating everyone with respect, children and families alike, within the centre and outside the centre’s environment as part of normal social and community activities.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety or the safety of another child
  - understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
  - if child abuse is suspected, ensuring as quickly as possible that the children are safe and protected from harm and a report to the police and child protection is made immediately.

#### **Unacceptable Behaviours**

All staff, volunteers, contractors, students and any other member of the Emma Mclean Kindergarten and Daycare community involved in child related work individually must **NOT**:

- Seek to use children in any way to meet the needs of adults.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- Use discriminatory or oppressive behaviour or language with children.
- Engage in rough physical games.
- Discriminate on the basis of age, gender, race, culture, religion, disability, vulnerability, sexuality or other protected attributes under the Equal Opportunity Act 2010.
- Develop ‘special’ relationships with specific children or show favoritism through the provision of gifts or inappropriate attention.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes.
- Exhibit behaviors or engage in activities with children which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- Ignore behaviours by other adults towards children when they appear to be overly familiar or inappropriate
- Discuss content of an intimate nature or use sexual innuendo with children, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Exchange personal contact details such as phone numbers, social networking site or email addresses with children.
- Have unauthorized contact with children and young people, online or by phone.
- Photograph or video a child, except in accordance with centre policies.
- Within the centre grounds when children are present, consume alcohol or take illicit drugs under any circumstances.

**INFORMATION FOR PARENTS AND CARERS ABOUT THE CHILD SAFE STANDARDS****Child safe organisations**

When your child is in the care of an organisation you want to know that they will be safe from abuse.

The Child Safe Standards are designed to prevent child abuse in organisations.

The Child Safe Standards apply to over 50,000 Victorian organisations that provide services or facilities for children.

These include:

- schools and outside school hours care
- kindergartens and early learning centres
- sporting clubs and recreational groups
- coaching or tuition services
- out of home care services
- local councils
- religious and faith-based organisations
- hospitals, health and disability services
- professional babysitting services
- overnight camps for children

**How do the Child Safe Standards protect my child?**

The Standards require organisations to take actions in a range of areas, including:

- background and suitability checks of staff and volunteers
- codes of conduct for staff and volunteers
- training and supervision of staff and volunteers
- documented risk assessments for activities
- clear procedures for reporting and acting on any concerns or allegations
- commitment to listening to children and encouraging them to speak up if they don't feel safe.

**How do I know if an organisation is meeting the Child Safe Standards?**

You can look on their website or talk to the staff.

The organisation should have documents like:

- Child Safe Policy or Statement of Commitment to Child Safety
- Code of Conduct for workers and volunteers
- information about how to raise safety concerns

Some questions you could ask include:

- What are you doing to meet the Child Safe Standards?
- Do you have risk assessments for activities?
- Do your staff and volunteers have appropriate checks, training and supervision?
- What are you doing to encourage children to speak up if they feel unsafe?
- Who can I talk to in the organisation if I have a concern or complaint?
- What is the process if I raise a concern or complaint about child safety?

**What can I do if I am not sure my child is safe?**

Take action if you are concerned that an organisation is not keeping your child or other children safe. Talk to someone senior at the organisation. Tell them what you are worried about and try to find a solution together. If the organisation does not address your concerns, contact their regulator. If you are unsure who the regulator is, you can contact the Commission. The Commission has information about regulators because we work with them to ensure compliance by all organisations with the Standards.

**How do I ask my child if they feel safe?**

Below are some examples of questions you can ask your child, changing the wording depending on your child's age.

- Do you know that you should always feel safe, no matter where you are?
- What do you like about Emma McLean Kindergarten and Daycare?

Is there anything you don't like?

- Have you ever felt uncomfortable, worried or not safe? Who would you talk to if you feel unsafe?
- Has anyone at *EMK* ever talked to you about what they can do to make you feel safe?
- Do the staff listen to you and the other children?
- What do you hope will happen if you tell someone you don't feel safe?



## OUR PHILOSOPHY

At Emma McLean we acknowledge the Bunurong People of the Kulin Nation, as the traditional owners of the land on which we learn and play. We recognise, value, and include First Nations People, Culture, Traditions and Language in our Curriculum.

Our environment is inclusive, welcoming, safe, secure, and supportive.

We provide a play-based curriculum to support children's learning and development with a combination of child-lead, teacher-lead, intentional teaching, and spontaneous experiences.

At Emma McLean Kindergarten, we believe in three core values.

- Be Safe,
- Be Kind,
- Work Hard.

We believe that reciprocal relationships between educators, children, families, and the community are the foundation for life-long learning.

### **In relation to children:**

We believe each child is unique, capable, and competent to achieve individual success at Emma McLean Kindergarten.

We respect the voice of the child and believe they are active participants in their own learning.

### **In relation to families:**

We believe families are the child's first teachers and value a collaborative approach to learning and development.

### **In relation to community:**

Community involvement is valued at Emma McLean as it allows children to feel a sense of belonging.

We acknowledge the important role the committee have in relation to our connection to local community.

## COMMITTEE OF MANAGEMENT

The centre is controlled by a committee of management which consists of family members of current and future children attending the centre. Persons from the broader community, approved by the Committee of Management, may also be members. All members are elected at the Annual General Meeting.

The Committee of Management meets monthly. At the first meeting, being the handover meeting, all executive positions are required to be filled. Members of the Committee of Management are expected to sit for a period of 12 months until the following Annual General Meeting. The Committee consists of up to four executive members and a minimum of ten other elected members and they manages all aspects of the centre in the very same way that a small business is run.

The Centre Director and/or the Director attends as the staff representatives.

All Committee meetings are open and therefore all families and/or staff are welcome to attend. Families are invited to join sub committees to help with fundraising, policy development, planning and other issues. Only the elected committee members are able to vote. Staff do not have voting rights.

## DECISION MAKING PROCESS

All decisions regarding the centre are discussed and voted on at Committee level. A majority vote is required for any decision to be passed. The Committee needs to focus on decisions made for the centre as a whole and no decision can be made without a quorum of five elected members present.

## HOBSONS BAY CITY COUNCIL

The building and grounds are owned by Hobson's Bay City Council who support the centre by providing some maintenance, regular painting, and ensuring that safety regulations in regards to fencing, outdoor equipment and the amenities of the building are up to the required safety and standard.

## LEGAL STRUCTURE

Emma McLean is registered with Consumer Affairs Victoria as an incorporated association and is therefore a legal body in its own right. The centre is obliged to follow a set of rules, contained in the Statement of Purpose and

Rules. This document is held in the office and is available upon request.

### SERVICES PROVIDED

We provide the following services:

- ❖ Long daycare programs for 3 to 6 year olds.
- ❖ 3 and 4 year old sessional kindergarten programs
- ❖ After kinder care for children accessing sessional kindergarten

### STAFF

				
Centre Director Office Administration	Director Educational Leader	Kindergarten Teacher Red Group Educational Leader	Kindergarten Teacher Blue Group	Kindergarten Teacher Yellow Group
Ros Jamieson	Andrea Laughlin (Andy)	Miranda Goncalves	Nada Kowalski	Stephanie Bourke
				
Kindergarten Teacher Green Group	Educator	Lead Educator	Lead Educator	Educator
Kim Edwards	Natasha Chelva (Tash)	Danelle Mollison (Nelly)	Summer Walker	Sarah Russell
				
Educator	Educator	Educator	Educator	Educator
Sofia Idris	Rosie Barkes	Elan Findlay	Suzana Cura	

All staff have a current Working with Children Check or Victorian Teachers Registration.

- All teaching staff have current first aid, CPR, asthma and anaphylaxis certificates.
- All staff complete Protecting Children - Mandatory Reporting eLearning course
- Management, Early Childhood Teachers and Lead Educators complete Information Sharing and Family Violence eLearning course.
- All staff further their professional development by attending relevant courses, completing webinars and attending seminars each year.

The centre is registered as a class 1 centre and is governed by the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010.

## ABSENCES

We request that you inform Emma McLean as early as possible if your child will be absent from the centre. Emma McLean has a legal obligation to record all absences of the children who receive Child Care Subsidy (CCS) payments. Full fees will be charged if your child is absent from the service due to illness, holidays etc. If families have separated and court orders support the fact that the child must spend time with either parent for a period of time, then please speak to the Centre Director about how this will be recorded as this can make a difference to your allowed absence days. Each child is allowed to be absent from the centre for 45 days per financial year, before any impact occur on your CCS payments. If your child is sick, then please bring in a doctor's certificate to support these absences.

## ACCIDENTS

All accidents are recorded. Parents will be required to read and sign the accident form when they collect their child, so that they are aware of the incident and the treatment administered. A staff member will witness all accident forms before filing the form with the child's enrolment record. Parents are asked to report to staff if there is a change in the condition of their child's health, or if there have been any recent accidents or incidents that may impact on the child's care e.g. any bruising or head injuries. (Please refer to the Incident, Injury, Trauma and Illness Policy for further details)

## ARRIVALS AND DEPARTURES

Each morning when you arrive you must sign your child in using the ipad situated in the foyer. Each individual listed on your enrolment form as being able to collect your child must be added by the primary carer via the Xplor Home platform and will then be able to sign the child in/out using the ipad. Any person that is not known to staff will be asked for identification, and their details checked against the details kept on the child's enrolment form, before being able to collect a child from the service. If, for some reason, circumstances change throughout the day and your arrangements need to be altered, you must contact the centre to inform us of any new arrangements and give details of the person collecting the child. (name; relationship to the child; phone number) Staff will contact families, if a person not listed on the enrolment form comes to collect the child. No child shall be able to go without permission from a parent/guardian. (Please refer to the Delivery and Collection Policy for further details) No child will be permitted to leave with anyone under the age of 18 years of age. The Centre Director and Committee may be approached to approve an underage person in exceptional circumstances.

## ASTHMA/ANAPHYLAXIS/MEDICAL CONDITIONS

If your child has a diagnosed medical condition, we require a medical management plan completed by the family doctor prior to commencement. Children with asthma, anaphylaxis, allergies, eczema or a medical condition need specific action plans and their own medications need to be kept at the centre at all times whilst in attendance. The diagnosed child will not be able to attend without a medical action plan and/or required medication. A risk minimization form and communication plan will be completed by the staff in consultation with the parent/guardian. Please refer to the relevant requirements and forms relating to the following policies; Asthma Policy, Diabetes Policy, Anaphylaxis Policy, and Dealing with Medical Conditions Policy.

## BIRTHDAY CELEBRATIONS

When it is your child's birthday you are welcome to bring in a cake, cupcakes, fredo frogs, zooper doopers in the warmer weather, or a fruit platter to share with the other children. The cake or cupcakes must be commercially brought and have a list of ingredients and the use by date displayed on the packaging. **NO lolly bags** please **Please Note:** you will need to bring 2 cakes or enough cupcakes for 30 children if you are sharing with the children in the big room. In the Green room you would need to cater for 11 children. If you have a child who is anaphylaxis or suffers from allergies that prevent them from eating such foods you will need to provide alternative foods for your child on these occasions. Unfortunately, due to health regulations, **NO** home-made cakes are permitted. Please speak to the staff if you are wondering what to bring or how much.

## **CEASING CARE**

Two weeks notice must be given if a child is ceasing attendance. Notice must be given verbally to the Centre Director or Director followed up by an email, clearly stating the final day the child will be in attendance at the centre. Any amounts owing will be processed prior to the child's last day at the centre.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Centre Director to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

## **CHILDREN'S ART WORK**

At the end of each day, please check the art boxes for your child's artwork, to take home.

The centre uses re-cycled materials and would greatly appreciate any donations brought from home for use at the centre.

Items could include any of the following:

- ❖ Computer paper
- ❖ Cardboard boxes. (No larger than a shoe box)
- ❖ Small Jars/bottles
- ❖ Buttons
- ❖ Material
- ❖ Bottle tops
- ❖ Wood off cuts
- ❖ Wrapping paper
- ❖ Items from nature (pine cones, gum nuts etc)
- ❖ Paper/ Cardboard/ cards etc

**We are unable to use the following:**

- ❖ toilet rolls
- ❖ meat trays
- ❖ medication boxes or containers
- ❖ egg cartons

## **CHILD CARE SUBSIDY (CCS)**

The **Emma McLean Kindergarten and Daycare** is an approved care provider and parents and guardians can claim Childcare Subsidy (CCS) for the three- and four-year-old long daycare programs and the after kinder care programs. CCS is determined by the families income, type of care used and hours of activity.

**Centre Provider Number: 555 002 587X**

It is the families' responsibility to ensure that they apply for Child Care Subsidy (CCS) at Centrelink to access eligibility for assistance with their childcare fees.

### **Applying for CCS**

- myGov website my.gov.au                      Centrelink                      136150

### **More Information**

- For more information on CCS, go to the Department of Human Services (DHS) website

[www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy](http://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy)

- **my.gov.au**

All families must have a myGov account to manage CCS Payments and Immunisation Statements. You will need to link Centrelink and Medicare to your myGov account

The centre requires both the parent and the child's customer reference number(CRN) and date of birth to be able to formalise a child's enrolment and have the reduction in fees completed electronically. Families shall pay the maximum fee if ineligible for CCS.

## CHILD FREE DAYS

There are four (4) childfree days during the year for the following purposes:

- One day for staff development
- Two days at the beginning of the year to set up the centre
- One day at the end of the year to pack up and clean the centre

No fee will be charged for these days.

## CHILDREN'S PROGRAM

We believe in the recognition of the uniqueness of each child and family and the need for children to develop an understanding and respect for self and others. The Children's program environment promotes the optimum development of the children and staff in a setting that is, safe, warm, caring, and collaborative, and where a wide variety of learning experiences are offered that will challenge the children's thinking.

It is necessary that the children's environment has the potential for not only educational experiences, but also opportunities to develop a sense of community and culture through the routine and transitional times that occur during the day. Our aim is to provide an environment where play is an important avenue for learning and for enjoyment, where it is anticipated that the children will learn by using their senses, exploring concepts, taking on roles, testing theories, making discoveries, storing impressions, classifying, organising, assimilating and putting their thoughts into order. We aim to foster a love of learning, in an environment that values hands on experiences that are achievable for children at their own level of development. We promote an environment where children are empowered to speak up if they are feeling unsafe, to make their own decisions, and to navigate and problem solve particular situations.

Staff plan a program of experiences designed to foster children's development. The program is planned according to observations of the children. The experiences include language and literature, music, movement, painting, drawing, imaginative play, science, maths, sensory motor experiences to promote physical development and coordination, healthy eating, physical activity, environment and sustainability. Collaboration between families and the centre is essential to maximise your child's experience. Throughout the year we ask you to participate in setting goals for your child (assisted by their teacher) and we welcome your input in any way you are able.

## CHILDREN'S LOCKERS

Each child will have a locker in their room. When your child arrives at the centre, they are asked to place their bag, coats etc. into a locker of their choosing.

## CHRISTMAS CLOSURE

The centre will be closed for approximately three weeks during the Christmas/New Year period. The Committee of Management will determine the days of the Christmas break period. No fee is charged when the centre is closed for this time. The centre will return in January on a date nominated by the Committee of Management. Children who are enrolled in school are unable to access the long daycare program prior to them commencing school.

## CLOTHING

To make life easier, please provide your child with sensible, washable play clothes. We are members of SunSmart and as such follow their clothing policies. Wide brimmed hats (no caps), clothing with shoulder protection (no shoestring straps on dresses, shirts etc.) must be worn between the 1<sup>st</sup> of September through to the 30<sup>th</sup> of April of the following year and sensible footwear must be worn at all times.

Please consider weather conditions (light clothes and a hat for warm weather, coats and sturdy shoes for cold weather). Clothes should be easy for the child to manage and require a minimal amount of help.

It is important regardless of your child's age to bring in 2 full sets of spare clothes. Spare clothes can be left in your child's bag and used when needed.

**No thongs or crocs are allowed at kinder**, these are not practical and children find them difficult to run and climb in. Jewellery is best left at home, as staff cannot be responsible for the care and safe keeping of such items. (Please refer to the Clothing and Sun Protection Policy for further details).

## COMMUNICATION AND FEEDBACK

To find out about your child's experiences at EMK you will have access to Storypark or feel free to chat to staff about your child's day. We also arrange parent teacher meetings twice a year and welcome this opportunity to meet with you to discuss your child.

The centre is keen to receive feedback and suggestions that can contribute to the programming of your child's room or any ideas, activities or a particular area of interest of your child or family. Families can give feedback verbally to a staff member or better still email us or write down your suggestions in the communication book found in each room.

## CONFIDENTIALITY AND PRIVACY

The centre respects each family's right to confidentiality regarding financial and personal matters, and in relation to particular issues concerning the care of an individual child. All written material is stored securely and will not be given out, unless advised by the consenting parent.

Please refer to the Privacy Policy for further information, particularly for clarification where your details may be passed onto another agency.

## ***DEBT RECOVERY***

The Committee of Management reserves the right to take action to recover any debts owing to the centre. This can include the engagement of debt collectors. Using a debt collector will be considered as a final option.

***Families who have been passed onto debt collection will be ineligible for any future places in the centre until all outstanding amounts are paid.***

## ***DISHONoured PAYMENTS***

It is your responsibility to ensure that there are sufficient cleared funds in your nominated account, and at all times on the due date of the payment **\*\*("Day to Debit")** to enable the direct debit to be honoured.

**\*\*("Day to Debit") will be on a Tuesday once a week.**

If a direct debit is returned by your nominated financial institution as unpaid you will be responsible for all fees and charges including and not limited to, charges and/or collection fees from your nominated Financial Institution, any Quickpay fees and charges, any fees of solicitors and collection agents appointed by Quickpay.

## EXCURSIONS AND INCURSIONS

During the year the children may have the opportunity to participate in incursions/excursions or local walking excursions. These events are planned in accordance with the program and are seen as an integral part of the child's time at Emma McLean. Child to staff ratios for all excursions is in accordance with the Education and Care Services National Regulations 2011. No child will be taken out of the centre without written authorisation from the family.

All excursions require a permission form that contains the following details: proposed destination, method of transport, activities and the number of staff and other adults who are attending.

From time to time the children may also be involved in local walking excursions within the Spotswood area.

A Permission form will be issued at the beginning of the year and once completed, will give authorisation for all local walking excursions throughout the year. At other times incursions (activities inside the centre) are organised, to compliment the children's program.

A fee will only be charged if necessary to assist with the cost of the excursion or incursion.

Affordability and relevance to the children's interests and the centre program will be taken into consideration before a decision is made that will require families to pay this additional charge. (Refer to Excursions and centre events policy.)

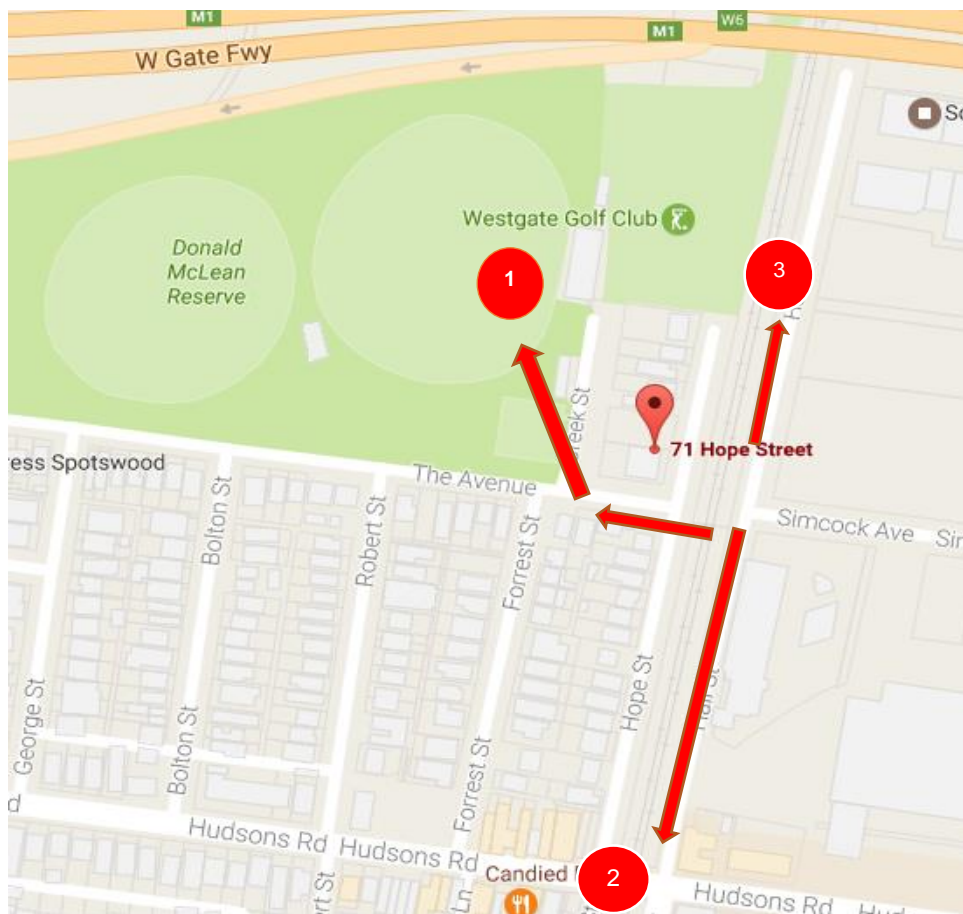
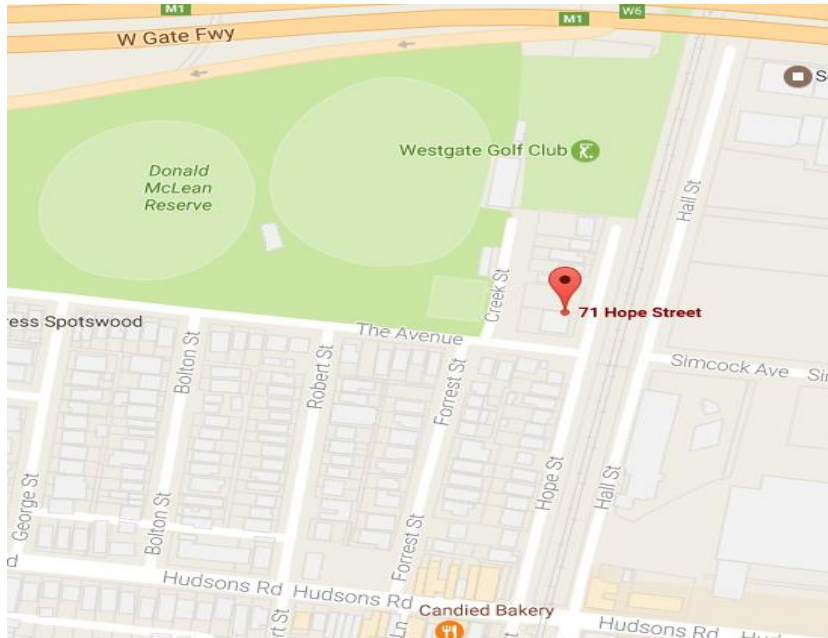
**EMERGENCY AND EVACUATION**

**Area Map**

Evacuation Assembly Area 1 – Spotswood Football Oval, 200m, 2 minutes

Evacuation Assembly Area 2 – Cnr Hope Street and Hudson Rd, 200m, 2 minutes

Evacuation Assembly Area 3 – Golf Course, 200m, 2 minutes



## Site Plan

The site plan will be added to this page once the new building is completed.



## FAMILY INVOLVEMENT

Family involvement plays an important role in bridging the gap between home and Kindergarten/Daycare. It is recognised that there are different parenting styles and the centre is respectful of individual cultures, needs and ideas. Emma McLean holds an information evening and orientation days for new families, which are held towards the end of the year, to introduce the child and family to the staff and the centre.

Families are invited to telephone, visit or stay with their child at any time. Private meetings between staff and parents can be arranged to discuss the development of their child or any aspects of the program. We strongly encourage families to work with our educators to establish goals for their child in these important early childhood years. For example; I want my child to be able to work in a group, sit still at story time, to share, to use scissors etc.

Families are a valuable source of support for the staff and are encouraged to become actively involved in the centre. The staff also invite families to join in the program, sharing skills with the children in a variety of ways such as playing musical instruments, cooking experiences, sharing different cultures etc. In this way families can spend time with their child and the other children at the centre. The staff is grateful for any ideas or suggestions regarding any aspects of the program, or any feature, families would like included in the program. Family picnics, movie nights, sausage sizzles and working bees are held throughout the year for families to attend.

## FAMILY COURT ORDERS

Families are reminded that the centre needs to be informed if there are any court orders that relate to children whilst at the centre.

The centre undertakes to support these orders to the best of our ability keeping in mind the safety of everyone at the centre is our responsibility.

## FEE INFORMATION FOR FAMILIES

### FREE KINDERGARTEN

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

This investment will save families up to \$2,500 for each child enrolled in a participating funded kindergarten program. DE also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

### **What Free Kindergarten Means At Emma McLean Kindergarten and Daycare**

Emma McLean Kindergarten and Daycare has opted into the Free Kinder initiative.

Funded sessional kindergarten for 3-year-old children (15 hours per week) – NO PARENT FEE REQUIRED

Funded sessional kindergarten for 4-year-old children (15 hours per week) - NO PARENT FEE REQUIRED

### **LONG DAYCARE, BEFORE AND AFTER KINDER CARE**

Emma McLean Kindergarten and Daycare abides by the *Family Assistance Legislation Amendment (Jobs for Families Child Care Package) Act 2017 (refer to Legislation and standards)*. The Child Care Subsidy helps by assisting families with their childcare fees and provides greater assistance to low and middle-income families. The Child Care Safety Net provides families and services extra support if they are vulnerable and disadvantaged or located in a regional or remote community.

### **HOW FEES ARE SET**

As part of the budget development process, Emma McLean Kindergarten and Daycare set fees each year taking into consideration:

the financial viability of the service

the level of government funding provided.

the availability of other income sources, such as grants

the fees charged by similar services in the area

the capacity of parents/guardians to pay fees

reasonable expenditure in meeting agreed program quality and standards

requirements of Child Care Package: [www.dese.gov.au/child-care-package](http://www.dese.gov.au/child-care-package)

Once fees are set for the year, they will only be reviewed in extraordinary circumstances, for example, if enrolments drop and the service is at risk of not being able to meet its expenses.

## **OTHER CHARGES**

Other charges levied by Emma McLean Kindergarten and Daycare are included on the Statement of Fees and Charges, displayed at the service.

### **These include:**

Excursion/service event charge: At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (*refer to Excursions and Service Events Policy*).

Enrolment Fee: All enrolments in the long daycare program must be accompanied by an enrolment fee of \$100. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is non-refundable. This fee will apply to families who wish to take up a place in the long daycare program in addition to their 15 hours of sessional kindergarten.

Late Collection Charge: The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management

Before Kinder Care Fees (available to children enrolled in the 3 & 4 year-old sessional kindergarten programs)  
Emma McLean Kindergarten and Daycare offers a before kinder care program outside of the 15 hours per week (600 hours per year) in the sessional kindergarten programs. This fee is applicable to all families that require care before the kindergarten session. Before kindergarten care must be pre-booked on a permanent basis and fees will be applied even when the child is absent for any reason.

After Kinder Care fees (available to children enrolled in the 3 and 4-year-old sessional kindergarten programs)  
Emma McLean Kindergarten and Daycare offers an after kinder care program outside of the 15 hours per week (600 hours per year) in the 3 and 4-year-old sessional kindergarten programs at the conclusion of the kindergarten session. Numbers are capped at 11 per day in the 4 year old program and 22 per day in the 3 year old program. This fee is applicable to all families that require care after the kindergarten session and must be pre-booked on a permanent basis and fees will be applied even when the child is absent for any reason.

### Daily Fees

Children enrolled in the sessional kindergarten programs have access to additional days in the long daycare program (space permitting) outside of their 15 hours per week (600 hour per year) of funded kindergarten. The additional days will be charged according to the daily fee rate as outlined in the statement of fees and charges and fees will be applied even when the child is absent for any reason.

## **PAYMENT OF FEES FOR THE LONG DAYCARE, BEFORE AND AFTER KINDER CARE PROGRAMS**

A Direct Debit Authorisation Request form must be completed when completing the online enrolment form.

All fees will be processed via your chosen method ie; direct debit from your nominated bank account or credit card on a weekly basis.

Please note: An administration fee applies for each direct debit transaction and a surcharge applies if you choose to have your payments processed using your credit card.

### **For children who commence later than the scheduled start date.**

Children are **NOT** able to commence before their 3<sup>rd</sup> birthday.

To hold a place at the service in the long daycare program, full daily fees are required for all days booked prior to the child's 3<sup>rd</sup> birthday/start date.

### **Note: CCS cannot be applied for the days prior to the child's physical start date.**

If the child is already 3 years of age, they are able to commence the program immediately

Payment is required for all permanent bookings even if the child is absent from the centre for illness, holiday, or for any other reason.

Payment is required when the centre is closed for public holidays for those children whose permanent bookings fall on these days.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Centre Coordinator.

The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

## **EXTENDED HOLIDAYS AND FEES**

Families are responsible for fees whether children are present in the centre or on extended leave.

Children in our long day care programs who are absent for 4 weeks or greater, have an opportunity to make available the days that their child would normally attend to other families within the centre. With enough notice, the centre can advertise the days available to other families for the period of leave. Fees will not be charged to your account for any day that is taken up by another family as long as the session remains full for that day. (ie; if the number of children absent meets the number of children requiring additional care, fees will not be charged to the families in order of notification of their impending leave for that day). Emma McLean does not provide any guarantee that any of the days absent will be filled, but we will support the process for families on extended leave and do our best to sell the days available.

## **DISHONoured PAYMENTS**

It is the responsibility of the family to ensure that there are sufficient cleared funds in their nominated account to enable the direct debit to be honoured. ***\*\*("Day to Debit") will be on a Tuesday once a week.***

If a direct debit is returned by your nominated financial institution as unpaid you will be responsible for all fees and charges including and not limited to, charges and/or collection fees from your nominated Financial Institution, any QuickPay fees and charges, any fees of solicitors and collection agents appointed by QuickPay.

## **NOTIFICATION OF FEE CHANGES DURING THE YEAR**

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase.

## **REFUND OF FEES**

All fees are non-refundable (exceptional circumstances may apply and are at the discretion of the Committee of Management.

There will be no refund of fees in the following circumstances:

a child's short-term illness

public holidays

family holiday during operational times

closure of the service for staff training days

closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

## **SUPPORT SERVICES**

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively families may contact the local council.

## **UNPAID FEES/DEBT RECOVERY**

The Committee of Management reserves the right to take action to recover any debts owing to the centre. This can include the engagement of a Debt Collector. Using a Debt Collector will be considered as a final option.

If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.

**Families who have been passed onto debt collection will be ineligible for any future places at the centre until all debts have been cleared.**

## **FUNDRAISING AND VOLUNTARY PARENT CONTRIBUTION**

Not all service costs are covered by DE per capita funding and the fees charged. We ask that our families pay a fundraising fee in lieu of regular fundraising events. A voluntary contribution of \$50 per family per year is requested to help pay for additional items and equipment purchases for the centre. Whilst the fundraising fee is voluntary the support of every family is encouraged. The centre does however conduct a small number of community events such as the children's disco, bunnings sausage sizzle which provide an opportunity for our families and the community to come together.

The fundraising contribution and all monies associated with fundraising can be deposited into the following account.

Fundraising Account *Deposit all fundraising monies into this account*

BSB: 063152 Account # 10045940 Account Name: Emma McLean Kindergarten and Daycare

**Note:** Please use your *child's name* as the reference.

**STATEMENT OF FEES AND CHARGES 2024**

**Long Daycare Fees**

An enrolment fee of \$100 needs to be paid to secure a place at the service in the long daycare program. (non-refundable)

**Monday – Friday**

Full Day - Daily Fee	8.00am-6.00pm	\$110.00
4 year old - Before Kinder Care	8.00am-8.30am (Monday – Thursday)	\$15.00
3 year old - Before Kinder Care	8.00am-8.30am (Tuesday - Friday)	\$15.00
4 year old - After Kinder Care	4.00pm-6.00pm (Monday - Thursday)	\$45.00
3 year old - After Kinder Care	4.00pm-6.00pm (Tuesday - Friday)	\$45.00

**GRIEVANCES**

We have a Compliments and Complaints Policy which outlines the steps to take if you have a complaint or grievance. We would like to think that if you are dissatisfied with an aspect of the centre you would firstly try to speak with the staff member in the room or the Centre Director or Director about your concerns.

If you are not satisfied with the outcome after speaking with the Centre Director or Director, you can put your concerns in writing to the Compliments and Complaints Sub-Committee, or ask to speak to a member of the sub-committee. The subcommittee is made up of the President, Parent Liaison, Staff Liaison and the Centre Director.

**HAND WASHING**

Please Remind/Assist Your Child to **WASH THEIR HANDS ON ARRIVAL**

In line with our Hygiene Policy we would like to remind all Parents/Guardians that it is important that children are encouraged (or assisted if necessary) to wash their hands on arrival at the centre.

This will help us primarily to minimise the spread of Germs (and keep those nasty respiratory and gastric bugs away) and also assist in reducing the risk of anaphylactic incidences for those with allergies.

**HOURS OF OPERATION**

**Sessional Kindergarten**

<b>Operation hours</b>	<b>Red Group 4 year old</b>	<b>Blue Group 4 year old</b>	<b>Green Group 3 year old</b>	<b>Yellow Group 3 year old</b>
<b>Term 1</b> 29/1/2024 - 28/3/2024	Tues 8am-4pm Thurs 8am-4pm	Mon 8am-4pm Weds 8am-4pm	Tues 8am-4pm Thurs 8am-4pm	Weds 8am - 4pm Fri 8am-4pm
<b>Term 2</b> 15/4/2024 - 28/6/2024	Tues 8am-4pm Thurs 8am-4pm	Mon 8am-4pm Weds 8am-4pm	Tues 8am-4pm Thurs 8am-4pm	Weds 8am - 4pm Fri 8am-4pm
<b>Term 3</b> 15/7/2024 - 20/9/2024	Tues 8am-4pm Thurs 8am-4pm	Mon 8am-4pm Weds 8am-4pm	Tues 8am-4pm Thurs 8am-4pm	Weds 8am - 4pm Fri 8am-4pm
<b>Term 4</b> 7/10/2024 – 20/12/2024	Tues 8am-4pm Thurs 8am-4pm	Mon 8am-4pm Weds 8am-4pm	Tues 8am-4pm Thurs 8am-4pm	Weds 8am - 4pm Fri 8am-4pm

**Long Daycare**

Full Days 8.00am - 6.00pm Monday to Friday

The long daycare program runs through the school holidays

**Before Kinder Care**

4 year old - Before Kinder Care	8.00am-8.30am (Monday – Thursday)
3 year old - Before Kinder Care	8.00am-8.30am (Tuesday - Friday)

### After Kinder Care

4 year old - After Kinder Care	4.00pm-6.00pm (Monday - Thursday)
3 year old - After Kinder Care	4.00pm-6.00pm (Tuesday - Friday)

### ILLNESS

The centre is only able to care for well children. Any child who is not able to join in the day's activities should not attend the centre. If a child appears unwell or develops a temperature or signs and symptoms of illness during the day, the family will be notified by telephone. In the event that staff cannot get in touch with the parents, emergency contacts will be called. The child can only be collected by a parent or an emergency contact person recorded on the child's enrolment form. Arrangements must be made to take the child home immediately. Families need to inform staff of any illness that their child may have had overnight at the weekend or whilst they have been absent from the centre.

#### *Exclusion of ill children:*

Sometimes children need to be away from the centre for the wellbeing of others. This is called exclusion. Excluding sick children is an important way of preventing the spread of infection in the centre. The exclusion period is the minimum time a child must be kept away from the centre. However, the child may need to stay at home longer than the exclusion period to fully recover from an illness. If your child tests positive to Covid19 they must remain away from the centre for a minimum period of 7 days and should remain at home if they are still unwell after the 7 day exclusion period.

If your child contracts an infectious disease he/she must remain at home until he/ she is no longer infectious and fully recovered.

In relation to infectious conditions such as gastro-enteritis, the child would need to remain away from the centre for at least 24 hrs after the last bout of vomiting or diarrhoea.

Please refer to the list of infectious diseases as set out by the *Department of Human Services: Minimum Period of Exclusion from School and Childcare service centres for infectious diseases, cases and contacts.*

If your child contracts Covid 19 or an infectious disease, families need to inform the centre as soon as possible. This will enable staff to inform other families whose children attend the centre and give parents the opportunity to exclude their child, and generally monitor the health of other children in attendance.

Please refer to the following for further details. Incident, Injury, Trauma and Illness, Dealing with Medical Conditions, Dealing with Infectious Diseases, Asthma, Diabetes, Anaphylaxis and Administration of Medication policies.

### INFORMATION SHARING SCHEME

The Child Information Sharing Scheme (CISS) and the Family Violence Sharing Scheme (FISS) enables specified government agencies and service providers, such as education and care services, Child Protection, Youth Justice, Maternal and Child Health and Victoria Police to help develop a complete view of at-risk children. Providers are supported to share that information with other approved agencies, making it easier to identify at-risk children's needs earlier, act on them sooner and prevent escalation.

### IMMUNIZATION REQUIREMENTS

Before an enrolment can be confirmed we are required to *see proof that a child's immunisations are up to date for their age.*

*An Immunisation History Statement must be provided.*

- Immunisation History Statements are available on request at any time by contacting Medicare
  - by telephone on 1800653809
  - by email on [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)
  - online at [www.humanservices.gov.au/customer/services/medicare/medicare-online-accounts](http://www.humanservices.gov.au/customer/services/medicare/medicare-online-accounts)
  - in person at your local Medicare Office or through the Medicare section of your myGov account.

#### Exemption

If a child has a medical reason they cannot be immunised, they will need to provide an Immunisation History Statement that lists the vaccines that the child cannot have due to the medical contraindication before the enrolment can be finalised.

## INSECT MANAGEMENT

At Emma McLean the mosquitos are a constant problem in Spring/Summer. Whilst we try to minimise their impact, we are unable to eliminate their presence totally.

Some families, whose children are particularly susceptible, may choose to apply insect repellent prior to attending their session.

If you wish for insect repellent to be reapplied to their child whilst at the center please provide a clearly labeled individual repellent, roll on or liquid/cream repellents are preferred and inform the staff.

## LATE COLLECTION OF CHILDREN

The centre closes at 6.00pm sharp. Families should be aware that late collection of your child places significant stress on the child and the staff. Arrangements must be made to have children collected from the centre no later than 6.00pm. A child attending sessional kindergarten must be collected at the end of their session unless prior arrangements are made for after kinder care. A fee will apply if children are not collected on time.

Refer to the late collection policy for fees charged.

If this continues the family will receive a letter from the Committee of Management to remind them of their responsibilities regarding the collection of their child.

## LOST PROPERTY

Every effort will be made to ensure your child's belongings are returned to their bag or locker. Occasionally though, items may be misplaced. In order to prevent this happening please name all items of clothing and equipment the child may bring from home.

Anything that has been found will be placed in the lost property box. Take your time to look in the lost property box if your child has lost/misplaced their belongings.

## MEALS AND NUTRITION

Each child is required to bring their own morning tea, lunch, afternoon tea and a late snack if still at centre after 4.00pm. Please pack snacks into individual containers and lunch in an insulated lunch box as the children will be asked to unpack and put their snacks into separate baskets and their lunch box on the shelf.

Families need to consider the safety of providing perishable items for their children. Items such as dairy and meat products need to be in an insulated container with a fridge brick or ice block.

### **(We do not have the facilities to store food in the fridge or heat food at the centre)**

Families are asked to also provide their child with a drink bottle filled with water

**(No other drink is acceptable)** Drink bottles must be taken home each day.

We encourage water bottles so that children can have access to water at all times during the day.

All food and drink bottles must be clearly labelled with your child's name.

To encourage healthy eating habits and to follow the 'Go for Your Life' program, which supports healthy eating, we ask that families pack nutritional and healthy foods only.

Some children at the centre suffer from extreme allergic reactions to particular foods and food products and for this reason the following foods are **excluded** from the centre:

- **EGGS AND EGG PRODUCTS,**
- **NUTS AND NUT PRODUCTS including peanut butter, nutella and muesli bars that contain nuts.**

### Examples of healthy lunch/snacks

Parents are encouraged to provide fruit and vegetables in the children's snack and lunch box every day and are asked to exclude high fat, salt and sugar foods such as chips, chocolates, lollies, muesli and fruit bars.

Wholegrain crackers, cheese and reduced-fat plain or low-sugar fruit yoghurt may be included as a snack. Parents are also encouraged to provide healthy lunch alternatives. Inappropriate items provided in the child's lunch/snack box will be removed and a note will be sent home to families explaining the reason why the item has been returned. Healthy eating and a variety of snack options are discussed with parents at orientation.

Food is not given as a reward, incentive or for comfort; instead children are given encouragement through verbal and physical reinforcement and through positive feedback.

Refer to the Nutrition and Active Play Policy for further details and suggestions.

## NUDE FOOD AND TIPS FOR PACKING HEALTHY LUNCH BOXES

### What is Nude Food?

#### **For NUDE FOOD lunchboxes, try to pack:**

- Avoid Snacks in reusable containers
- Drinks in a reusable container
- Reusable utensils when needed
- A reusable lunchbox or backpack
- Reusable sandwich wraps
- Lunches packed in plastic bags or wrap
- Lunches packed in foil or wax paper
- Single use drink boxes, pouches, cans, cartons and bottles
- Single use plastic forks and spoons
- Pre-packaged single-serve snack item

### Why bring Nude Food?

You can help to reduce the amount of material sent to landfill to benefit the environment. It saves time and money for your school with reduced demand for disposal. Reducing the cost for disposal of food packaging at school means more money to spend on learning resources and teaching support. It also encourages better food and drink choices, as many healthy food options come with their own packaging

### Tips for parents packing Nude Food and Healthy Lunch Boxes

- Help children to make nutritious, waste-less lunches and let them make their own lunches. Try packing lunches the night before and storing them in the fridge overnight.
- Discuss with your child what they like to eat and how much. Bin audits in schools across SA showed large quantities of unopened pre-packaged foods, including single-serve yogurts, cheese sticks, sandwiches, uneaten apples/fruit and many near full fruit boxes being thrown away. This costs your family money as well as creating waste.
- Cut up fruit and vegetables and pack them in reusable containers so that children can eat some and save the rest for later. For example, it's hard to take some bites from a big apple at recess and save the rest for lunchtime. It's easier to eat a wedge or two and then reseal the container. A rubber band around a sliced apple will prevent browning.
- Encourage your children to bring home uneaten food to eat after school. Appreciate that play time is also important, so discuss with children how much they can reasonably eat in one day. Often children throw uneaten food away because they don't want to upset the person who packed the lunch. If you're not sure how much they can eat at school, start small, eg a piece of fruit and a sandwich, and build it up if they are asking for more.
- If your children have chips, savoury biscuits, or other snacks try buying a larger bulk pack (rather than the more expensive so called 'convenience' packs with lots of packaging) and have your children put the same quantity into a reusable labelled container that they bring home each day.

# PICK&MIX 1-6!

## FOR A HEALTHY LUNCHBOX SOMETHING FROM EACH GROUP

# PICK&MIX

## FOR A HEALTHY LUNCHBOX

### 1 FRUIT

**FRESH FRUIT**

- Apple
- Banana
- Mandarin
- Orange quarters
- Passionfruit halves (with spoon)
- Watermelon, honeydew, rockmelon chunks
- Pineapple chunks
- Grapes
- Plums
- Nectarines, peaches, Apricots
- Strawberries
- Cherries
- Kiwifruit halves (with spoon)
- Pear

**MIXED FRUIT**


- Fruit salad
- Fruit kebabs

**DRIED FRUIT**

- Dried fruit, nut, popcorn mixes\*

**TINNED FRUIT/SNACK PACKS/CUPS**

- In natural juice (not syrup)



### 2 VEGETABLES

**FRESH CRUNCHY VEGIES**

- Corn cobs
- Carrot sticks
- Capsicum sticks
- Green beans
- Cucumber sticks
- Celery sticks
- Snow peas
- Tomatoes (e.g. cherry and Roma tomatoes)
- Mushroom pieces

**Can serve with either:**

- Hummus
- Tomato salsa
- Tatziki
- Beetroot dip
- Natural yoghurt

**SALADS**

- Coleslaw and potato salad (reduced fat dressing)
- Mexican bean, tomato, lettuce and cheese salad
- Pesto pasta salad\*

**BAKED ITEMS**

- Grilled or roasted vegetables
- Wholemeal vegetable muffins or scones
- Vegetable slice (with grated zucchini and carrot)
- Popcorn

**SOUP** (In small thermos)

- Pumpkin soup
- Potato and leek soup
- Chicken and corn soup

### 3 MILK, YOGHURT AND CHEESE

- Milk
- Calcium-enriched soy and other plant-based milks
- Yoghurt (frozen overnight)
- Custard

**Tip:**

- Freeze the night before to keep cool during the day

- Cheese cubes, sticks or slices
- Cottage or ricotta cheese
- Cream cheese
- Tatziki dip

**Can serve with either:**

- Fruit
- Wholegrain cereal, low in sugar
- Vegetable sticks
- Rice and corn cakes
- Wholegrain wheat crackers

### 4 MEAT OR MEAT ALTERNATIVE

- Tinned tuna or salmon in springwater
- Lean roast or grilled meats (e.g. beef, chicken, kangaroo)
- Falafel balls
- Lean meat or chicken patties
- Tinned tuna or salmon patties
- Lentil patties
- Lean deli meats (e.g. ham, silverside, chicken)
- Boiled eggs
- Baked beans (canned)
- Tofu cubes
- Hummus dip
- Lean meat or chicken kebab sticks
- Peanut butter\*

**Can serve with:**

- Wholegrain sandwich, roll, pita or wrap bread with salad
- Rice and corn cakes
- Wholegrain wheat crackers
- Side salad
- Vegetable frittata
- Skinless chicken drumsticks
- Savoury muffins or scones (e.g. lean ham, cheese and shallots)
- Homemade pizzas with lean roast or deli meats and vegetables

**Can serve with:**

- Side salad
- Steamed or roasted vegetables

### 5 GRAIN AND CEREAL FOOD

**MAINS**

- Wraps
- Sandwiches
- Rolls
- Toasted sandwiches

**Tip:** Use breads such as wholemeal, multigrain, rye, sourdough, pita, flat, corn, mountain, lavash, white fibre-enriched, soy and linseed, herb, naan, bagels, foccacias, fruit bread and English muffins.

- Pasta dishes
- Rice, quinoa or cous cous dishes
- Noodle dishes
- Sushi

**SAVORY BAKED ITEMS**

- Homemade pizzas
- Wholemeal savoury muffins or scones (e.g. ham, cheese and corn muffins)
- Vegetable based muffins
- Pasta or noodle bake

**SWEET BAKED ITEMS**

- Fruit loaf
- Wholemeal fruit based muffins

**SNACKS**

- High fibre, low sugar cereal (e.g. muesli)
- English muffins
- Crackers
- Crispbreads
- Rice cakes
- Corn thins
- Wholemeal scones
- Pikelets
- Crumpets
- Hot cross buns (no icing)

### 6 WATER

- Take a water bottle (for refilling throughout the day)

**Tip:**

- Freeze overnight to keep foods cool in lunchboxes

**Sweet and savoury snack foods** (e.g. muesli/fruit/nut bars, biscuits, crisps, cakes, muffins, slices) should be limited in lunchboxes. They can lead to excess energy intake if consumed in large amounts.

**Sugar sweetened drinks and confectionery** should not be provided in lunchboxes. They can lead to excess energy intake and tooth decay.



\*Check your school's policy regarding the use of nuts and products containing nuts.

For more information about healthy eating and for many tasty recipes, visit the Healthy Eating Advisory Service: [www.heas.healthytgether.vic.gov.au](http://www.heas.healthytgether.vic.gov.au).



## MEDICATION

The administration of medications will be recorded through Storypark Manage. The parent/guardian must inform a staff member when medication is required and staff will record the details on Storypark Manage. When the medication is administered a second staff member will witness that the correct medication and dose has been given. All medication must be clearly labelled with the child's name and the dosage to be administered. Over-the-counter medication must be clearly named. Handwritten labelling is only acceptable from a registered practitioner, e.g. naturopath. All medication must be given to staff for storage in either the First Aid cupboard or fridge and under no circumstances is it to be left in the child's bag. Medication of any type will not be administered if the expiry date has lapsed. Refer to the Administration of Medication Policy for further details.

## PERMISSION FOR PHOTOS AND VIDEOS

Photographs and videos are now classified as 'Personal information' under the *Information Privacy Act 2000*. The purpose of attaining permission to photograph/video your child is to:

1. Comply with the privacy legislation in relation to photographs/videos taken at the centre
2. Enable staff at the centre to take photographs/videos of the children as part of the program and for documentation in Storypark
3. Enable parents/guardians/family members and staff to take group photographs/videos, throughout session times and at special events, such as birthdays, excursions, incursions and at the end of year concerts.
4. Enable parents/guardians/family members to take photographs/videos of their children, which may include other children in the group
5. Enable students on placement to take photographs/videos of children in relation to their placement requirements

### Photographs/videos taken by staff and children at the centre.

Staff and children at the centre will take photographs/videos of children as part of the program which will be used for documentation in Storypark, displayed at the centre and at times used on the centre website, When the photographs/videos are no longer being used as part of the program or displayed at the centre they will be either:

- Given to the family of the child if the photograph/video is of/or includes their child.
- Stored securely at the centre and displayed, for example, on anniversaries of the centre.
- Destroyed. (confidentially shredded)

### Photographs/videos taken by parents/guardians/family members, educators and students

Parents/guardians and other family members, friends as well as staff members and students, may take photographs and or video at special events, such as birthdays, excursions/incursions, end of year concerts which may also include other children in the group.

Whilst the centre can nominate the use and disposal of photographs they organise, there is no control over the photos taken by parents/guardians/family members etc of children attending the centre.

### Photographs taken by a photographer engaged by the centre for annual individual and group photos of children

A photographer will be engaged by the centre to take individual and group photographs of the children. Group photos will be available and will include the names of all children.

### Photographs/videos for use in newspapers and the centre website

The permission of parents/guardians of children attending the centre, will, on each occasion, be obtained prior to a child's photograph being taken to appear in any newspaper/media or on the centre website.

### Access to photographs/videos

Access to any photographs or videos, like other personal information, is set out in the centre's Privacy policy, which is available at the centre and upon request.

## **PLANNED CLOSURES**

All Public Holidays; 1 Staff professional development day per year and the centre is closed for 3 weeks over the Christmas/New Year period

## POLICIES

Full versions of all centre policies are available on the kindergarten website

<https://www.emmamcleankinder.com.au/> or can be provided to you upon request.

Please familiarise yourself with all policies, making note of the parent/guardian responsibilities.

Some policies will require a signed acknowledgement that you have read and will abide by such policies.

The centre policy folder is kept in the office and is available to you and can be accessed at any time

- Curriculum Development
- Inclusion and Equity
- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Anaphylaxis
- Asthma
- Child Safe Environment
- Clothing
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Diabetes
- Emergency and Evacuation
- Edible Garden
- Epilepsy
- Excursions and Service Events
- Food Safety Policy.
- Hygiene
- Incident, Injury, Trauma and Illness
- Nutrition and Active Play
- Privacy and Confidentiality
- Road Safety and Safe Transport
- Relaxation and Sleep
- Sun Protection
- Supervision of Children
- Water Safety
- Occupational Health and Safety
- Environmental Sustainability
- Workplace Discrimination and Harassment
- Code of Conduct
- Determining Responsible Person
- Participation of Volunteers and Students
- Staffing
- Non Smoking
- Equal Employment Opportunity
- Return to work
- Staff Grievance and Discipline
- Overtime/Time in Lieu
- Staff Health and Wellbeing
- Interactions with Children
- Enrolment and Orientation
- Fees
- Governance and Management of the Service
- Complaints and Grievances
- Information and Communication Technology

## PRIORITY OF ACCESS

**Priority of Access Guidelines** as set by the **Department of Education and Training and the Emma McLean Kindergarten and Daycare**: Priority will be considered to the following when allocating places in the long daycare program.

- A child at risk of serious abuse or neglect.
- Children with additional needs
- Children who the teacher has recommended an additional year
- Families who are currently at the centre. (e.g. Families currently in our green group will be given priority into our four year old long daycare program).
- Aboriginal & Torres Strait Islander families
- Siblings of current and past families (within a 3 year period)
- Families which include a disabled person
- Families with an individual on a low income – or income support
- Families from non-English speaking background
- Socially isolated families
- Single parent families

## PRIVACY STATEMENT

We believe your privacy is important.

Emma McLean Kindergarten and Daycare has developed a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy can be found on our website at <https://www.emmamcleankinder.com.au/> or is available on request.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

The Child Information and Family Violence Information Sharing Scheme allows Early Childhood Services to freely request and share relevant information with Information Sharing Entities to support a child or group of children's wellbeing and safety when the threshold test has been met.

### **Purpose for which information is collected**

The reasons for which we generally collect personal information are given in the table below.

<b>Personal information and health information collected in relation to:</b>	<b>Primary purpose for which information will be used:</b>
Children and parents/guardians	<ul style="list-style-type: none"><li>• To enable us to provide for the education and care of the child attending the service</li><li>• To manage and administer the service as required</li></ul>
The Approved Provider if an individual, or members of the Committee of Management/Board if the Approved Provider is an organisation	<ul style="list-style-type: none"><li>• For the management of the service</li><li>• To comply with relevant legislation requirements</li></ul>
Job applicants, employees, contractors, volunteers and students	<ul style="list-style-type: none"><li>• To assess and (if necessary) to engage employees, contractors, volunteers or students</li><li>• To administer the individual's employment, contracts or placement of students and volunteers</li></ul>

*Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.*

### **Disclosure of personal information, including sensitive and health information**

Some personal information, including health information, held about an individual may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment
- insurance providers, in relation to specific claims or for obtaining cover
- law enforcement agencies
- health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- anyone to whom the individual authorises us to disclose information.
- information sharing entities to support a child and a group of children's wellbeing and safety.

## PUBLIC HOLIDAYS

During the year the centre will be closed for all Government gazetted public holidays. Long Daycare fees are charged for these days.

## RECONCILIATION ACTION PLAN (RAP)

The Emma Mclean Kindergarten and Daycare has a Reconciliation Action Plan (RAP) that states our commitment to reconciliation with the Aboriginal and Torres Strait Islander peoples.

The RAP helps to support our service to develop respectful relationships and create meaningful opportunities with Aboriginal and Torres Strait Islander peoples.

Our vision for reconciliation is to continue to educate ourselves and children about Aboriginal and Torres Strait Islander history and culture. We aim to be a culturally safe, rich and proud service.

Through embedding the 8 Aboriginal ways of learning we hope to continue to be an inclusive and respectful place where all are welcomed, working together to learn and grow

## QUALITY IMPROVEMENT PLAN (QIP)

### What is a quality improvement plan?

A Quality Improvement Plan is a moving document that changes and evolves with our service. It allows us to set goals and use feedback from the children, their families and the staff to improve our quality of service.

The National Quality Framework which guides every children's service in Australia requires us to write a Quality Improvement Plan each year.

Emma McLean kindergarten and daycare has a quality improvement plan (QIP) which is developed through consultation with staff, committee, parent feedback and the children's voice. The quality improvement plan is a working document and families are welcome to review the plan or contribute to it at any time. Throughout the year, the committee and staff work to make the improvements identified in the QIP, formally updating the plan at least once a year. A parent survey is developed each year, which focuses on the quality areas and we would appreciate it if you could take some time to complete our survey, as the information we gather from the survey helps to drive our future quality improvement plans

Please feel free to pass on your ideas and suggestions! We welcome your feedback, praise and constructive criticism.

## RATING AND ASSESSMENT PROCESS

The Assessment and rating process is a government initiative which aims to regulate the standards of care provided by early childhood centres. The centre is currently rated as **EXCEEDING THE NATIONAL QUALITY STANDARD** in all areas and is constantly continuing with the centre's quality improvement plan.

## RELIEF STAFF

Relief staff is called upon when a permanent staff member is absent. In order to prevent disruption to the routine, we endeavour to employ the same staff member, but this cannot be guaranteed. When a staff member is away a notice will be displayed on the whiteboard at the front door, informing families of their replacement.

## REST TIME AND SLEEPING

The centre offers children the opportunity to have a rest during the day, if this is part of their daily routine, the child asks for, or the parent requests it. The centre provides bedding and linen. Children will be supervised at all times whilst sleeping or resting. If parents would like their child to have a rest, please speak to the child's teacher to discuss their needs.

## SCHOOL READINESS FUNDING

Kindergarten services are now required to collect information from all parents/guardians about their education and employment.

### **Why are we collecting this information?**

Collecting this information will help the kindergarten to receive School Readiness Funding. This is in addition to normal kindergarten funding. The amount of funding each kindergarten receives will be based on the needs of its children, as determined by their parent/guardian occupation and education information.

### **What is School Readiness Funding?**

School Readiness Funding will help children get even more out of their time at kindergarten. It can be used to purchase a range of programs and supports, such as programs to support children's language development, resources for educators to help children manage their emotions, or professionals such as speech therapists to work with children, teachers and families.

### **What information needs to be collected?**

The following education information is required from parents/guardians:

- highest level of primary/secondary education (e.g. Year 10 or equivalent, Year 9 or equivalent)
- highest qualification they have completed (e.g. no non-school qualification, bachelor degree).

Equivalent overseas education and qualifications are recognised for the purposes of this data collection.

The following occupation information is required from parents/guardians:

- identify the occupation group from the Parental Occupation Index relevant to their work.

If a parent/guardian has more than one job, they must select the occupation group which includes their main job.

What accurate information is difficult to collect?

The information collected will help ensure that School Readiness Funding supports the children who need it most - this is why accuracy is important. The Department will be working with all kindergarten services to assist them to provide accurate information on the education and occupation of parents/guardians.

### **We Will Respect Your Privacy**

This is the same information collected by schools when a child is enrolled in prep. All information provided during the enrolment process will only be used to inform kindergarten funding. For further information on the Department's Privacy Policy, please visit <https://www.education.vic.gov.au/pages/privacypolicy.aspx>

### **Questions?**

Visit: [www.education.vic.gov.au/school-readiness](http://www.education.vic.gov.au/school-readiness)

Or contact the Early Childhood Improvement Branch in your regional office <https://www.education.vic.gov.au/about/contact/pages/regions.aspx>.

## STUDENTS ON PLACEMENT/WORK EXPERIENCE

Emma McLean supports students from a variety of training institutes, such as Melbourne University, Monash University and Victoria University. Students attend for a varying number of days and are required to participate in the daily program. Students from local secondary schools also attend the centre to complete their work experience placement. All students are fully supervised and are never left in charge of the children.

## SUN SMART

Emma McLean is recognised as a sun smart centre. From the 1<sup>st</sup> of September to the 30<sup>th</sup> of April the following year we require the children to wear hats during outside play and to have sunscreen applied. It is the families responsibility to ensure children have sunscreen applied before they arrive or upon arrival.

Sunscreen provided by the family will be re-applied during the day by a staff member or the children will be encouraged to re-apply their own sunscreen as a self-help skill for school readiness. (Roll on sunscreen is preferable). Our staff are aware of the damage that the sun can cause and act as role models by wearing appropriate hats and applying sunscreen during this time whilst outdoors. We ask that parents provide either a wide brimmed hat or legionnaire's hat, as these provide the best protection.

**No Hat, No Outside Play. Caps are not suitable and they do not meet the sunsmart regulations.**

Families are asked to take their child's hat home regularly and wash it.

Hats, must be clearly labelled, as sharing of hats is not permitted.

## SUSTAINABILITY AND OUR ENVIRONMENT

Emma McLean Kindergarten and Daycare are committed to promoting respect for, and an appreciation of, the natural environment among all at the service. We work to foster children's capacity to understand and respect the natural environment, and the interdependence between people, plants, animals and the land

Positive attitudes and values in line with sustainable practices are developed throughout the service ensuring that educators and other staff endeavour to engage in sustainable practices at all times.

Hand dryers are used and the use of paper hand towel will be kept to a minimum. The introduction of **NUDE FOOD** has further enhanced our sustainable practices.

Nude Food is food without excess packaging. This reduces the amount of rubbish that needs to go into bins to be sent to landfill. Durable, reusable containers are a great way to bring food, as they may last from pre-school through to high school and beyond, providing long term cost savings and environmental benefits. Re-useable sandwich wraps are also a great alternative to plastic bags or plastic wrap.

## TERM DATES

### 2024

Term 1	29 <sup>th</sup> January (students start on the 30 <sup>th</sup> January)	28 <sup>th</sup> March
Term 2	15 <sup>th</sup> April	28 <sup>th</sup> June
Term 3	15 <sup>th</sup> July	20 <sup>th</sup> September
Term 4	7 <sup>th</sup> October	20 <sup>th</sup> December

## TOILETING

Like any aspect of development, “readiness and achievement” of toilet training can vary.

All children, regardless of their developmental stage, are welcome and entitled to attend preschool/childcare. Children attending the centre wearing nappies, or requiring nappies for sleep time, will have their needs met in an appropriate and caring manner. Open and regular communication about your child’s needs and/or progress towards toilet training ensures the centre can make the necessary preparations and work with the family in encouraging the new routine/skill.

Families are to provide the nappies for the day, cleaning wipes and disposal bags.

## TOYS FROM HOME

Toys from home should not be brought to the centre because they can cause disputes between children and can be misplaced or broken. However, this does not exclude comfort objects which help the child feel more secure and help them settle while they adjust to their new environment.

## WHAT TO BRING EACH DAY

- ❖ Food for morning tea, lunch, afternoon tea and late snack if still at centre after 4pm (in individual containers)
- ❖ Changes of clothes including underwear and socks
- ❖ Hats or jackets depending on the weather
- ❖ Sunscreen (roll on is preferable).
- ❖ Insect Repellent if required

## WORKING BEE

Working bees are held four times a year to maintain facilities. Activities at a working bee may include minor repairs, gardening, some cleaning, raking mulch, sand etc.

Families who participate in a working bee will have 50% of their deposit reimbursed.

Families who do not participate contribute to the centre through the fee.

Working bees are a fun way to get to know staff and other parents. Children are welcome to attend and usually enjoy spending time at the centre playing. During the working bee children remain the responsibility of their families and we ask that families restrict the children to playing outside in the yard.