

Extracts from Unley Kindergarten policies 2017

The following extracts have been taken from our site specific policies developed in line with DECD procedures, guidelines, policies and references that fulfil the requirements of Regulation 168 of the Education and Care Services National Law and National Regulations. All policies are reviewed annually. A folder of all policies can be viewed on site on request.

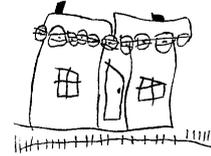
Policies and procedures index:

- Allergy aware - nuts
- Dealing with infectious diseases
- Delivery and collection of children
- Hot weather
- Interactions with children – site behaviour code
- Nutrition and dietary requirements
- Preschool enrolment information
- Priority of access
- Sun Protection

Extract from Unley Kindergarten Allergy Aware Nut Policy

Implementation:

- Parents need to inform the preschool of all allergies, if any, when enrolling their child.
- Parents of children who have a known allergy to nuts will be consulted during the Enrolment Process regarding the reaction, symptoms and emergency procedures.
- Parents of children with allergies MUST complete an Individual First Aid Plan.
- Information will be provided to the community in the Parent Information Handbook and on the outside whiteboard and in the newsletter.
- In the event that a child does bring a snack containing nuts, the food will be taken from the child and the parents will be informed. A substitute snack will be provided so that the child is not disadvantaged. All children are encouraged not to share food.
- Nut Products such as peanut butter, Nutella, muesli bars that have nuts or peanuts listed in the ingredients are not allowed in the preschool. This does not include the products that state in the ingredients/warning 'may contain traces of nuts' or 'this product is manufactured in a facility where nut based products are also produced and therefore may contain traces of peanut/tree nuts'.
- Ensure that parents provide an EpiPen® which is up to date.



Extracts from Unley Kindergarten policies 2017

Dealing with infectious diseases

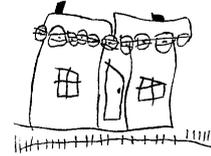
- Children might be brought to care with symptoms or signs of illness or while in care suddenly develop an illness that has not been diagnosed by a doctor, and that might be potentially infectious or potentially life-threatening for the child. Symptoms may not clearly fit those listed in exclusion diseases making it difficult for the service to decide whether to accept or exclude the child from the service. Many illnesses, while not fitting exclusion criteria, can transmit disease to other children in care, and many non-exclusion diseases can make a child too ill to participate in normal care activities.

If an infectious disease arises at the service, we will respond to any symptoms in the following manner -

- Isolate the child from other children.
- Ensure the child is comfortable and appropriately supervised by educators.
- Contact the child's parents or nominated emergency contact. If the child's parents are unavailable we will contact the next nominated person. We will inform the contact of the child's condition and ask for a parent or other authorised person to pick the child up as quickly as possible. Any person picking the child up from the service must be approved by the child's parents and be able to show identification.
- We will minimise the spread of potential infectious diseases between children, other children and educators by excluding children who may have an infectious disease or are too ill to attend the service and facilitating the prevention and effective management of acute illness in children.
- Notification of the child's parents or nominated contacts will occur immediately.
- All appropriate notifications to the local Public Health Unit are available under the 'Infectious Diseases requiring Notification to the local Public Health Unit and must occur within 24 hours. The Director/Nominated Supervisor is responsible for notifying the local Public Health Unit.
- Children might be brought to care with symptoms or signs of illness or while in care suddenly develop an illness that has not been diagnosed by a doctor, and that might be potentially infectious or potentially life-threatening for the child. Symptoms may not clearly fit those listed in exclusion diseases making it difficult for the service to decide whether to accept or exclude the child from the service. Many illnesses, while not fitting exclusion criteria, can transmit disease to other children in care, and many non-exclusion diseases can make a child too ill to participate in normal care activities.

If an infectious disease arises at the service, we will respond to any symptoms in the following manner -

- Isolate the child from other children.



Extracts from Unley Kindergarten policies 2017

- Ensure the child is comfortable and appropriately supervised by educators.
- Contact the child's parents or nominated emergency contact. If the child's parents are unavailable we will contact the next nominated person. We will inform the contact of the child's condition and ask for a parent or other authorised person to pick the child up as quickly as possible. Any person picking the child up from the service must be approved by the child's parents and be able to show identification.

Delivery and collection of children

Aim to ensure the safety and wellbeing of children at all times.

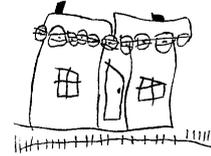
The following procedures must be adhered to at all times to ensure the safety of the children.

Arrival:

- All children must be signed IN by their parent or a responsible adult (as intimated in advance either verbally or in writing to staff)
- To ensure each child is cared for at all times, parents need to walk their child into the kindergarten, sign in and hand over their child to a staff member prior to leaving the premises.
- Every child has an individual pocket with their name to be used for conveying notes and messages between parents and staff.

Departure:

- Nominated Supervisors are to ensure that no child is released into the care of any person other than the child's parent/caregiver or another responsible adult whose details have been conveyed to the staff prior to pick-up.
- Parents must give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.
- Parents must give prior notice of any variation in the persons picking up the child. If notice is not given, and educators cannot contact the parent, the child must not be released into the care of that person.



Extracts from Unley Kindergarten policies 2017

- Educators cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.
- All children must be signed OUT by a parent or Authorised Nominee or a staff member.

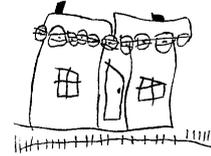
Hot Weather

Rationale: Skin Protection - Australia has the highest incidence of skin cancer in the world and skin damage is the result of cumulative exposure to the sun. The Cancer Council of SA recommends that a skin protection Policy is in place from September 1 until 30 April and between 10am and 3pm at times when UV radiation levels are above 3.

It is important to balance sun protection with safe sun exposure for the production of Vitamin D for bone growth and development. During May to August sun protection for most people is not necessary.

Hot Weather- Children are susceptible to heat illness and measures can be followed to reduce the incidence of heat related illness.

- It is an expectation that all staff, children and parents of Unley Kindergarten will use the following hot Weather strategies:
- Outdoor activities will be scheduled in shaded areas of the service at high UV times
- Appropriate clothing, i.e. no singlets or sleeveless dresses to protect skin includes wearing a suitable hat, (preferably” bucket” hat rather than a cap whenever involved in outdoor activities.
- Children not wearing a hat will be expected to stay in the shade or indoors.
- Parents will be strongly encouraged to apply Sunscreen on their children prior to attending on high UV days. Sunscreen will be reapplied after lunch by the staff.
- The UV rating will be displayed daily by the children’s sign in board.
- Children are to be offered water or fluids frequently and they have access at all times to water.
- Children will have a drink of Water at group time morning /afternoon/lunch.
- Parents are expected to provide children with adequately cool clothing that is layered and can be adjusted with temperature gains to minimise heat illness.
- Parents are expected to provide lunch/snacks that can be cooled by a COLD PACK and the site will store all lunches in the fridge.



Extracts from Unley Kindergarten policies 2017

- The Kindergarten provides a safe and comfortable environment for all children at all times that ensures adequate cooling is provided for children.
- In the event of inadequate provision of cooling (e.g. breakdown of air-conditioning) when temperature is above 36 degrees, children's families will be contacted to collect children early and remaining children will be supervised with water cooling activities until they can be collected.

Interactions with Children – site behaviour code

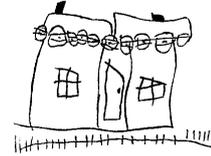
Documented guidelines regarding behaviour and guidance for children help ensure that children, families and staff have a safe environment, and consistency and clarity around acceptable behaviour and guidance measures that will be implemented.

As a staff team we believe:

- All children have the right to feel secure and to learn and develop in a psychological and physically safe, environment
- Children have a right to express their feelings and to be supported to develop positive behaviours that underpin the development of relationships with peers and adults
- Effective communication and learning occurs when families and educators work together to develop common goals for a child's wellbeing, learning and development.
- That the consideration of children's individual, and contextual needs are crucial to successful learning and the development of positive behaviours
- That family consultation is valued and their individual perspectives respected
- Children have the right to be supported by educators who model appropriate behaviours and ensure consistent limits are set
- No child should be made to feel rejected, insecure, embarrassed or ashamed

As a staff team we promote positive behaviour and interactions by:

- Planning for and providing an environment that promotes a sense of belonging, being and becoming and provides enhanced opportunities for learning through play
- Ensuring that limits set are reasonable and understood by all children and adults
- Providing an enriching and engaging program that enables each child to experience success, a sense of wellbeing and gives opportunities to express feelings through sensory and other forms of play

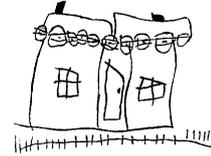


Extracts from Unley Kindergarten policies 2017

- Using positive verbal and non-verbal guidance
- Demonstrate empathy and sensitivity to each child being mindful of the variety of factors that influence behaviour
- Planning enabling opportunities for the development of skills including resilience, agency, entry and exit skills when playing, appropriate risk taking, conflict resolution, independence, leadership, respect for others and communication.
- Interacting positively, using positive language and acknowledging and modelling respectful behaviour
- Valuing children as individuals within their family and cultural context
- Involving children in goal setting, developing group norms and the development of behavioural expectations and consequences
- Intentional teaching of appropriate behaviours and play skills, building on each child's strengths and achievements and providing choices when possible
- Encouraging open two-way communication with families to ensure that each child's rights are met

We will respond to challenging behaviours by:

- Reminding children of expectations and limits and the reasons for these
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately
- Using Restorative Justice practices that support children to empathise with others and restore relationships
- Communicating with and involving families at the earliest opportunity to work together positively to assist the child's wellbeing and learning
- Assessing individual children's learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours
- Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services
- Being aware of our limitations and seeking assistance when required



Extracts from Unley Kindergarten policies 2017

Nutrition and Dietary requirements

We encourage children to snack when they are hungry and provide continuous access to water for drinking. In the “Welcome pack” and regular newsletters, our Kindergarten provides suggestions to families for food brought from home e.g. Fresh fruits, vegetables, yoghurt, cracker biscuits (such as vitawheats), a sandwich with a healthy filling or cheese.

Curriculum:

Our Kindergarten’s food and nutrition curriculum is consistent with the Australian Dietary Guidelines for Children and Adolescents in Australia, and the Australian Guide to Healthy Eating:

We encourage children to snack when they are hungry and we provide continuous access to water for drinking.

Snack Time:

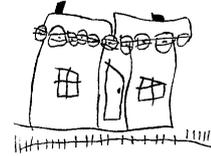
Provides children with important minerals and vitamins, encourages children to eat healthy foods and chewing which promotes oral muscle development

Fresh fruits, or vegetables, yoghurt, cracker biscuits such as vitawheat, a sandwich with a healthy filling or cheese are some suggestions

Lunch Program: Parents are encouraged to follow the suggested guideline below, and ask staff if they have any issues.

- A healthy lunch box might include a sandwich, fruit, yogurt, vegie sticks etc.
- Please do not include chocolate, muesli bars, roll ups etc.
- As a number of children attending our kindergarten have a nut allergy we ask that foods containing nuts are not brought to kindergarten. We are a nut aware zone.
- Please avoid packaged snacks. Chips, lollies, chocolate biscuits and other salty, fatty snack foods are not recommended. Many children enjoy these foods, but it's best to keep them for occasional treats rather than everyday foods - they have little nutritional value, cause teeth to decay and if children eat them regularly, they are less likely to eat healthy foods.
- All snacks for morning & afternoon tea stay in your child’s bag. Please ensure that these are placed in a container with a cold pack
- To encourage independence please ensure that your child can open and close their containers and unwrap items independently. We promote reusable containers rather than plastic wrapping as part of our sustainability program.

Safe storage of Food:



Extracts from Unley Kindergarten policies 2017

Parents need to place named lunch box with a cold pack in the lunch trolley near the front door and a staff member will place these in the fridge by 9.30. Spare cold packs are available from the fridge. Please ask a staff member. Boxes will be taken out just prior to the commencement of lunchtime. At the end of lunch any leftover food is refrigerated until the end of the day.

We use a thermometer to check that the fridge temperature is operating at 5 or below.

If food is to be left out of the fridge it needs to be in a thermos or insulated container to comply with safe food practices

Drinks:

We encourage children to drink water. Filtered water and cups are provided for children if they forget to bring their own named drink bottle containing water. Cordial and fruit juice are not recommended because they have a high sugar content and attract ants and wasps.

Birthdays:

We also encourage the celebrating of children's birthdays by singing "happy birthday", rather than sweet treats that are brought from home to be shared. The birthday person receives a sticker to acknowledge this significant day. It is not necessary for anything to be provided from home for this event.

Priority of Access

PURPOSE

Enrolments will be determined in accordance with the Preschool Enrolment Policy of the Department for Education and Child Development (DECD) and this Preschool Priority of Access Policy will inform parents /guardians of the criteria that will be used to prioritise enrolments in the event that the site has reached enrolment capacity.

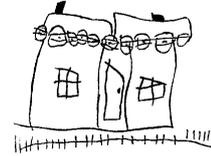
SCOPE

Families are entitled to enrol in any DECD preschool service across South Australia; however, where the demand for preschool places exceeds the capacity (number of places available) at that site then the priority of access policy will apply to guide equity in allocating preschool places.

OBJECTIVES

Parents I guardians who register intent to enrol at the preschool will have their application for enrolment assessed by the Director as outlined in Procedure Details. Where a place cannot be offered parents I guardians will be provided with the names of alternative local preschools.

PROCEDURE DETAILS



Extracts from Unley Kindergarten policies 2017

Enrolments will be assessed using the following criteria: -

Criteria 1: To be used if demand exceeds capacity

Children living in the immediate local area, known as the priority catchment area will have 1st priority.

Please see map which outlines the geographical boundaries to define the catchment area for the Unley Kindergarten by street names I suburbs

Criteria 2: To be applied if the number of enrolments meeting criteria one exceeds capacity

Children who meet the first criteria AND one or more of the following indicators;

- 2.1 A child whose sibling has attended previously
- 2.2 A child at risk of serious abuse or neglect
- 2.3 Identifies as Aboriginal or Torres Strait Islander
- 2.4 Child under the Guardianship of the Minister

Places will be allocated also taking into consideration date of registration of interest: ie when this was recorded

6. ROLES AND RESPONSIBILITIES:

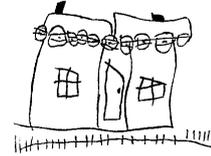
Site Leader or delegate

- Ensures that all enrolling parents /Guardians are made aware of the Preschool Priority of Access Policy.
- Ensures that all staff dealing with enrolment enquiries are aware of and understand the enrolment procedure.
- Liaises with neighbouring centres to ascertain vacancies
- Advises parents / guardians of alternative local preschools if a place cannot be offered at this site

First contact with parents:

- Families contact preferred sites to enrol their child up to 12-18 months prior to a child's eligible starting year
- Families will be provided with a preliminary form to place their child on an enrolment register

Information to be provided to parents at time of registration:



Extracts from Unley Kindergarten policies 2017

- Any child can be placed on the register; however, priority is given to children from the priority catchment area and taking into consideration priority criteria
- If living outside the priority catchment area parents will be advised to contact their local site.
- Parents will be contacted week 1- 2 term 3 of the year prior to commencement to confirm that a place is still required by phone or email and a place will be offered at this time
- Arrangements will be made for parents to complete an enrolment form to finalise details

Preschool enrolment information

When to enrol in preschool (DECD)

If your child turns 4 before 1 May, they can start preschool on the first day of term 1 of that year. If your child turns 4 on or after 1 May, they can start preschool on the first day of term 1 the following year.

Children are entitled to access 4 terms of preschool in the year before they start school.

If possible, submit a preschool enrolment registration form at your local and/or preferred preschool(s) by 30 June in the year before your child is due to start. You can, however, register your interest at any time during the year.

Forms can be downloaded from the link above, or collected from your nearest preschool.

More information about children who may be eligible to start preschool throughout the year (eg children transferring from an interstate preschool) is available from the preschool enrolment policy. When making a decision about the best time for your child to attend preschool, it is also important to consider when it may be the best for your child to start school.

Similar to preschool, government schools have a single intake date – visit enrolling in primary school for more information. If your child's birthday falls before 1 May in the calendar year, you have a choice about whether to enrol your child in school at the beginning of the year they turn 5 or the next year (when they turn 6).

Your child must be at school by their sixth birthday, which is the compulsory school starting age.

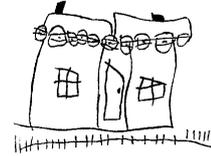
If you are uncertain about the best time for your child to attend preschool, or feel your child may benefit from starting preschool later, talk to your local preschool director or school principal about your preschool and school enrolment options.

Extended transition to preschool

If your child has a disability and/or high support needs and a negotiated education plan, at your request a transitional arrangement with school might be possible so that your child can access additional preschool for up to a term. The preschool director and school principal, in collaboration with support service staff, will determine if additional time in preschool will benefit your child's education. During the transition period to school, your child will be enrolled at school.

Aboriginal children and children under the guardianship of the minister may have an extended period in preschool up to 6 years of age. All children are required to be attending school by their sixth birthday.

Preschool options



Extracts from Unley Kindergarten policies 2017

There are many reasons why a family chooses a preschool. Every effort will be made to place your child in the preschool of your choice, but sometimes this is not possible.

All preschools give priority consideration to children living within the local catchment area. It is only in exceptional circumstances where the demand for a preschool from families living in the preschool's catchment area exceeds the number of places available that a child may not be offered a place in their local preschool. If this is the case, the preschool director or school principal will contact you to discuss possible alternative options, and every effort will be made to offer you a place in your second choice of preschool.

Your child can attend another preschool, if that preschool is not under enrolment pressure and has places available to accommodate the request. If your preferred preschool is not your local preschool, indicate at least 2 preferred preschool options on the preschool enrolment registration form, in case your preferred preschool is full. There is a space on the enrolment registration form to write the reasons why you are seeking a place at your preferred preschool.

To help your planning, preschool directors or school principals may be able to give you an idea of likely enrolment numbers and the impact on places available. You will be notified before the end of September (towards the end of school term 3) if a place can be offered at your preferred preschool, if this is not your local preschool.

Preschool enrolment offers

A state-wide preschool enrolment process provides all families with the same information about accessing preschool vacancies. There are 2 rounds of enrolment offers.

In the first round, preschools will offer places to children living within a preschool's local catchment area. If more children are seeking a place at a preschool than there are places available, the preschool will allocate places based on the department's 'priority of access' criteria. These criteria prioritise vulnerable children, including Aboriginal children and those under the guardianship of the Minister for Education and Child Development.

All children living in rural communities where there is no other alternative government preschool will be offered a place in the first round of enrolment offers.

If the preschool has available places after the first round, a second round of enrolment offers will then be made to children living outside the preschool's catchment area. The department's priority of access criteria will continue to apply. Children who were not able to be accommodated in their local preschool and live nearby are also considered as a priority.

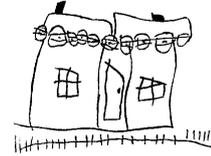
A preschool may apply a second level of priority of access criteria developed by the preschool and their governing council to help manage high demand and to take into account local circumstances. For example, children who attend child care nearby or at the preschool, or children who will be attending or have siblings enrolled at a nearby school.

You can ask the preschool director or school principal for more information about how places are allocated using the priority of access criteria.

Declining an enrolment offer

You can choose to decline an offer of an enrolment but if you are offered a place in the first round of offers, it is recommended that you accept this enrolment offer as there is no guarantee that you will be offered a place in your preferred preschool.

There is space on the enrolment acceptance slip to record your intention to remain on the registration list of your preferred preschool. (The acceptance slip is sent with the letter offering you an enrolment place). Keep in mind that by accepting a first round enrolment offer, it will not affect you being offered a place at your preferred preschool. It will however, secure you a place at your local preschool, if your preferred preschool is full.



Extracts from Unley Kindergarten policies 2017

If you are offered a place at your preferred preschool in the second round of offers, when you confirm the enrolment, the preschool director or school principal will notify the other preschool of your enrolment in your preferred preschool, so this place can be offered to another child.

Attending preschool at 2 different sites

Your child is entitled to 15 hours per week of preschool and this can be accessed over 2 sites. When you are enrolling your child, you can negotiate this arrangement with the preschool director and/or school principal.

Support for children with no English

If your child has no English when they start preschool they may be eligible for additional support to help them to participate. The Preschool Bilingual program provides funding to preschools based on the languages spoken by their children. Ask your preschool director or school principal for more information about the Preschool Bilingual program.

Children starting at a private school with a mid-year intake

The single intake policy only applies to government preschools and schools in South Australia. If your child will be attending an independent school in a mid-year intake, they are not eligible to start at a government preschool in term 3 of the preceding year.

Accessing 4 terms of preschool

Children are eligible to access 4 terms of preschool in the year before they start school. This entitlement cannot be accessed over 2 years.

In circumstances where a vulnerable child is absent from preschool for an extended period (eg due to a prolonged illness, transient housing arrangements, parent/carer's mental health illness) the preschool may offer additional sessions during the year to make up those missed, if the service has capacity to do this within existing resources.

'Catch up' sessions are not usually provided when a child has been absent due to general sickness or family holidays/other commitments.

Sun protection

This policy is for implementation from 1 August to 30 April. Outside of this time care should also be taken when the ultraviolet radiation level is 3 (moderate) and above.

The following skin protection strategies:

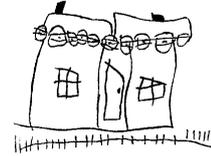
1. Take care to protect the skin when the ultraviolet radiation level is 3 (moderate) and above.

1.2 The children's lunch, rest time and indoor activities will be held between 10.00 am and 3.00 pm to minimise exposure to UV radiation in the middle of the day.

1.3 Whenever possible, all outdoor activities will be scheduled before 10.00 am and after 3.00 pm or in the shaded areas of the service.

2. Use the shade of trees, veranda, shade ports and tents whenever outdoors

2.1 Tree planting has a high priority at the site to ensure natural shade is available.



Extracts from Unley Kindergarten policies 2017

2.2 It is a high priority to ensure suitable shade is available over the sandpit and play areas.

2.3 The further provision of shade areas is a priority for the service e.g. front garden

3. Encourage appropriate clothing to be worn which protects the skin

3.1 Children, staff and parents will be expected to wear a hat (whenever they are involved in outside activities when the UV rating is 3 and above, children not wearing an appropriate hat will be expected to play in the shade or have the choice to wear a spare Kindy hat. (“No Hat No outside Play policy”)

3.2 Children will be encouraged to wear appropriate clothing to provide protection from the sun (e.g. no singlets or sleeveless tops).

4. Sunscreen

4.1 Adequate time must be allowed for correct application of sunscreen on children before they go outdoors.

4.2 Parents are encouraged to apply sunscreen to their children prior to attending.

4.3 Sunscreen will be applied by staff 15-20 minutes prior to commencing the afternoon session for all children.

4.4 Sunscreen will be applied to small areas of exposed skin not protected by clothing and hats, where necessary.