

2023

Ellie V. Pullin

Pre-School

Information Book



Ellie V. Pullin Pre-School Centre Inc.

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CHILDRENS SERVICE CENTRE REGISTRATION NO. 3031 ABN 98 897 608343 Incorporation No: A0013171R

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WELCOME

Welcome to Ellie V Pullin Pre-School, we hope that you and your child will enjoy your time with us.

Please read our handbook carefully, to become familiar with our Centre. Parents who have had older children attend our kinder are encouraged to read the handbook also, as changes occur every year.

If you have any further questions, then please don't hesitate to ask.

From the Staff and Kinder Committee

CONTACT DETAILS

30 TORTICE DRIVE, NORTH RINGWOOD, 3134

PHONE: 9876 4251 Mobile 0491 634 337

www.elliepullinpreschool.vic.edu.au

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EMAIL ADDRESSES

President: president@elliepullinpreschool.vic.edu.au

Administration: info@elliepullinpreschool.vic.edu.au

Enrolments: enrolment.elliepullin@gmail.com

Kindergarten Teachers: Olivia@elliepullinpreschool.vic.edu.au

melissa@elliepullinpreschool.vic.edu.au

meg@elliepullinpreschool.vic.edu.au

HOURS OF OPERATION

The kinder is staffed at the following times:

Day	Time
Monday	8.00am - 4.30pm
Tuesday	8.00am – 4.30pm
Wednesday	8:30am – 4.00pm
Thursday	8.00am – 4.30pm
Friday	8.30am – 4.30pm

The front door is locked during session times to ensure the safety and well-being of the children. If entry is required during these times, please ring the doorbell for access.

STAFF

4-Year-Old Program

APPLE BERRIES- Mon, Tues & Thurs

Teacher:	Olivia Rundle	Master of Teaching
Co-Educator:	Vanessa Stephens	Diploma of Early Childhood Education and Care
Co-Educator:	Selina Watkins	Certificate III Children's Services

HONEY POTS- Wed & Fri

Teacher:	Melissa Grisius	Bachelor of Education- Early Childhood
Co-Educator:	Michelle Clancy	Associate Diploma of Social Science (Child Care)
Co-Educator:	Andrea McShane	Certificate III Children's Services

3-Year-Old Program

GUM NUTS – Tues & Thurs

Teacher:	:	Meg Anastasi	Bachelor of Education (Early Childhood)
Co-Educator:	:	Melissa Manthey	Diploma of Early Childhood Education and Care
Co-Educator:	:	Serena Fermaner	Diploma of Early Childhood Education and Care

ADMINISTRATION/FEES OFFICER: Vicki Morrow - Contact hours Mon, Weds, Fri 8.00am-5pm

CODE RED FIRE DAYS

The kindergarten **does not** operate on Code Red Fire Days in accordance with Department of Education & Training policy.

In the event of an evacuation taking place at Ellie V Pullin Preschool, our evacuation point is to North Ringwood Community Centre. This is located at 35-39 Tortice Drive North Ringwood (Opposite the kindergarten). Contact Phone Number is 9876 3421.

SESSION TIMES

4-Year-Old Program

APPLE BERRIES

Monday	11:30 am	to	4:30 pm
Tuesday	8:00 am	to	1:00 pm
Thursday	11:30 am	to	4:30 pm

HONEY POTS

Wednesday	8:30 am	to	4:00 pm
Friday	8:30 am	to	4:00 pm

Total Weekly Program - 15 hours

3-Year-Old Program

GUM NUTS

GROUP A (Orange Group)

Monday	8:00 am	to	11:00 am
Tuesday	1:30 pm	to	4:30 pm

GROUP B (Green Group)

Monday	8:00 am	to	11:00 am
Thursday	8:00 am	to	11:00 am

GROUP C (Blue Group)

Tuesday	1:30 pm	to	4:30 pm
Thursday	8:00 am	to	11:00 am

Total Weekly Program - 6 hours

ELLIE V. PULLIN

The Ellie V. Pullin Pre-School is proudly named after **Mrs. Ellie V. Pullin MBE** (dec) and was officially opened by her on 19th November 1988.

The existing Pre-School was originally located in Scots Hall, Adelaide Street, Ringwood, which is now the Eastland Shopping Centre. On 27th August 1988 the Pre-School moved into new premises at 30 Tortice Drive Ringwood North.

Mrs. Pullin's involvement with Ringwood's Pre-School community began in 1950 when she was elected President of the Pre-School Parent's Club. It was from this position that she actively pursued the Ringwood Council to provide land for the establishment of a kindergarten. The result was land in Greenwood Park where Greenwood Park Kindergarten was established and officially opened on 10th December 1955. In addition, land was also acquired in Notlen Park on which Notlen Park Kindergarten was later established.

During this period Mrs. Pullin also played a major role in forming the Ringwood Pre-School Association. This Association, united with similar organisations throughout Victoria to form the Victorian Municipal Association. In 1958 Mrs. Pullin became the Secretary of this organisation, a position she held for the following 17 years. In this role she contributed to the organisation of many conferences, assisted many organisations with fundraising and stimulated the dissemination of information throughout kindergartens statewide.

Soon the Victorian Municipal Association became a part of the Australian Pre-School Association and, between 1960 and 1982, Mrs. Pullin spent much time travelling interstate to attend many meetings. In 1961 she attained the position of Convener for the "Organisation Mondiale pour "ducation Prescolaire" (OMEP), a non-government organisation attached to UNESCO. In this role she traveled overseas and exchanged ideas with many interesting people. In 1975 Mrs. Pullin acted as Vice President of the whole Asia Pacific Region for the OMEP.

In June 1973 all of Mrs. Pullin's dedicated work in the Pre-School system was recognised with an MBE during the Queen's Birthday celebrations.

We at Ellie V. Pullin Pre-School are proud to be associated with this wonderful lady who gave so much to kindergartens locally, nationally and internationally. Her tireless work for the children inspires us all to keep working to maintain and improve all of our pre-schools to the benefit of those special, small people who attend them.

PHILOSOPHY



Ellie V. Pullin Pre-School is committed to engage in family centered practices by respecting the essential role of families, and providing a collaborative, respectful partnership between families, children, educators and the local community.

Through our programs, Ellie V. Pullin Pre-School aims to:

- ❖ Encourage and respect each child's right to develop their skills, interests and knowledge so that all children have the opportunity of achieving a better outcome through their learning and development, helping to build foundations for social, emotional and spiritual well-being.
- ❖ Offer a secure, caring, happy environment, acknowledging that each child is unique, and to provide support in helping to promote each child's strengths, individuality and positive self-image so that children feel a strong sense of self identity.
- ❖ Focus on the relationships between children, families and educators, fostering a deep sense of security, trust and acceptance of themselves and others at all times. Respectful relationships and cooperation based on mutual trust and open communication are fundamental to a child's learning and development.
- ❖ Provide an environment where children are connected with and can contribute to their world, allowing them to develop to their full potential and learn self-discipline, responsibility, decision-making, kindness and respect for others
- ❖ Provide the opportunity for non-discriminatory learning experiences, in a stimulating environment where children can become confident, involved learners based on materials, equipment and resources selected to demonstrate a range of lifestyles that include family values, social and cultural differences, gender and language diversity, all of which help to shape children's learning and development.
- ❖ Welcome, support and promote the inclusion and diversity of children with additional needs with equal and unbiased participation so that they feel a sense of belonging to our community.
- ❖ Have fun in a safe and inviting environment that values educators, children and their families, and respects and welcomes their contributions to the preschool where spontaneous, enjoyable and meaningful play helps to create learners for life.

Fee Information for Families

1. General information

The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten in the two years before school as a contribution toward the costs of providing the program. Services meet the balance of costs through charging fees and fundraising activities.

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a kindergarten program free of charge or at a low cost in both three year old and four year old kindergarten.

DET also provides funding to assist eligible Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Ellie V Pullin Preschool provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of Ellie V Pullin Preschool, taking into consideration:

- the financial viability of Ellie V Pullin Preschool
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy
- 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 *The Kindergarten Funding Guide* (Department of Education and Training) available from the DET website: www.education.vic.gov.au

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

3. Other charges

Other charges levied by Ellie V Pullin Preschool Include:

- **Excursion/service event charge:** All our Incursion/Excursion costs for the children are included in our term fees.
- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are late in collecting a child from Ellie V Pullin Preschool. The charge will be at the discretion of the Committee of Management and will be calculated as follows:
 - A flat fee of \$25 will be levied if your child is not collected within 10 minutes of the end of their kinder session, then \$1 per minute will be charged after that until the child is collected. The late fee will be invoiced to the family with payment due in 7 days.
 -

4. Statement of fees and charges

Quarterly Term Fees for 2021:

Four-Year-Old-2021

15 Hours per week

\$460 per term

Three-Year-Old-2021

6 hours per week

\$210 per term

4.1 Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 5 hours of three year old kindergarten or 15 hours of four year old kindergarten, free of charge or at a low cost. Eligibility conditions may change from time-to-time and must be checked in the most recent edition of the *Kindergarten Funding Guide* (refer to *Sources*).

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A–F
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) visa, Class CD, subclass 851
- Aboriginal or Torres Strait Islander children
- Triplets or quadruplets attending a funded kindergarten program in the same year.

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should be sighted by Ellie V Pullin Preschool on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child accessing the Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact Ellie V Pullin Preschool for further information.

4.2 Early Start Kindergarten fee subsidy

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. Ellie V Pullin Preschool receives funding for children who meet the eligibility criteria. Contact Ellie V Pullin Preschool for further information.

5. Payment of fees

The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. An invoice for 1st terms fees will be issued at the Annual General Meeting of the year prior to commencement, within an Information Pack. The first term's fees and the signed Fee Agreement form must be received prior to the child commencing at Ellie V Pullin Preschool. Invoices for subsequent terms will be issued four weeks prior to the end of each previous term and should be paid within fourteen days.

For children enrolled after the commencement of a term, an invoice will be issued and must be paid in full within 14 days of the child's commencement at Ellie V Pullin Preschool.

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

6. Unpaid fees

If fees are not paid by the due date, the following steps will be taken.

- An initial reminder letter will be sent to parents/guardians with a specified payment date and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at Ellie V Pullin Preschool may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Committee of Management will continue to offer support and will reserve the right to employ the services of a Collection Agency and/or law firm.
- In the event where your overdue account is referred to a collection agency and/or law firm, you will be liable for all costs which would be incurred as if the debt is collected in full, including legal demand costs.
- If a decision is made to withdraw the child's place at Ellie V Pullin Preschool, the parents/guardians will be provided with 14 days' notice in writing.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

7. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these 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 Ellie V Pullin Preschool for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of Ellie V Pullin Preschool for staff training days
- closure of Ellie V Pullin Preschool 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.

8. Children turning three during the year of enrolment

Children can only commence the program when they have turned three years of age. No fees will be charged until a child starts attending the kindergarten program.

9. 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.

10. 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 and will be offered the option to request a payment plan.

COMMITTEE of MANAGEMENT

The Committee of Management is finalised at the Annual General Meeting each year. It is made up of the parents of children attending the Pre-School. The Committee is responsible for the provision of support services to the staff in the form of day to day running, employment, finance, maintenance, enrolments and any other areas of concern.

Being a member of a committee is a rewarding experience. It enables you to participate in an important area of local community. On a personal level you become involved with other parents and staff at the Pre-School.

The Pre-School is an independently run not-for-profit non-government kindergarten. It is run by the parents on the committee and staff. All committee members are required to sign a confidentiality agreement upon being elected to the committee to ensure that all discussions regarding the kindergarten and its operation are not disclosed to the public. We urge all parents to give serious consideration to a position on the committee for the wellbeing of the Pre-School and its' children.

The Committee comprises of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Staff Relations Officer
- Fees/Administration Officer
- Enrolment Officer – 3 and 4-year-old
- Marketing Officer
- Grants Officer

- OH&S Officer
- Maintenance Coordinator
- Fundraising Coordinator
- Fundraising Assistant
- Group Representative- Apple Berries
- Group representative- Honey pots
- Group Representative – Gum Nuts

FUNDRAISING

Not all costs associated with running Ellie V Pullin Preschool are covered by Department of Education and Training funding and parent's fees. Fundraising is undertaken to meet the balance and/or pay for additional items that are required. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

WORKING BEES

To maintain our playground and classroom in a safe and presentable manner, the kindergarten will run a working bee once each term, on a weekend, that families will be able to participate in.

Children are not permitted to attend these working bees for safety reasons. The relevant section of our Insurance Policy does not cover them in case of any accidents that may occur whilst the working bee is in progress.

PARENT PARTICIPATION

Parents are always welcome at the Pre-School. Pre-School is an extension of the home and your child will benefit from a program that is complimentary to both. Should you wish to stay and observe please let staff know prior.

All volunteer helpers will require a current volunteer Working With Children Check (WWCC) in order to participate in any kinder activities.

PARENT PARTICIPATION ROSTER

Each term parents are invited to put their names down on the Parent Participation Roster to help during a kinder session.

We know that you all have busy schedules however, your assistance at kindergarten is greatly appreciated and allows for staff to spend time with individual children.

It's not expected that a parent stays for a full session. We ask that you stay for as long as you are able to. Please speak to the staff for further information.

Being on duty involves helping with the activities in the daily running of the kinder program, helping children with snacks and drinks and general cleaning up and tidying.

Taking your turn on duty roster is rewarding and provides you with the opportunity to;

- meet some of your child's friends and other parents
- see your child in a different environment while he or she interacts with others
- watch your child grow and learn and become more independent as the year progresses

- join in the fun of Pre-School, interact with all the wonderful children while helping out with activities
- become familiar with the Pre-School, the routine, activities and experiences in which your child is participating

More importantly your child will love having you visit and help at Pre-School, and will always be proud to be able to share Pre-School experiences with you.

PARENT HELPERS AND WORKING WITH CHILDREN CHECKS

Ellie V Pullin Preschool is dedicated to the safety and wellbeing of all our children. To support our commitment to the Child Safe Standards and our Child Safe Environment Policy, **all volunteer helpers** (including parents, grandparents and other family members) will be required to obtain a Working With Children Check (WWCC).

This will apply to all aspects of volunteering at the Preschool – including Kinder Duty, Bush Kinder and Excursions.

The Working With Children Check for volunteers is free and valid for five years.

HELPING OUT AT KINDERGARTEN

One of the main steps in becoming a competent reader is to have good language skills. Just chatting to children is one of the best ways of developing those skills.

Below is a list of some of the things you can do when helping at Kinder.

You can help indoors by:

- Writing names on children's work.
- Hanging up paintings & wet work to dry.
- Helping with puzzles. It's best not to do the puzzle for the child, instead help them by talking about the shape of the missing piece or helping find a piece that will complete the picture.
- Reading stories
- Helping children with their creations at the pasting table. It's best not to make something for the children but help them to develop their own ideas and perhaps help with the scissors and sticky tape.
- Encouraging the children to complete the task they are working on before moving on to the next activity.
- Help the children tidy up after themselves when they have finished an activity.

At snack/lunch time:

- Help clean areas where children will be eating.
- Help children with the routine of washing hands, collecting snacks, opening boxes.
- You can also sit down and have a rest, a drink and a snack when you are ready.
- Children love a captive audience so sitting and chatting with the children as they eat is a fun way to help develop language skills.

You can help outdoors by:

- Pushing children on the swing.
- Helping with shoes at the sandpit.
- Helping children climb.
- Helping children with taking turns at bikes.

- Playing ball games with children.
- Sit in sandpit and help with sandcastles/ideas.
- Assist with the final pack up at end of session.

At the end of the day it would be very helpful if you could help us to:

- Wipe tables.
- Stack chairs on tables.
- Wash paint and paste brushes.
- Tidy up home corner.
- Reset the imaginative play areas.

LAUNDRY ROSTER

Each group will be allocated one term during which the parents in that group will be asked to participate in the laundry roster.

Towels and smocks will be given out once per week and each family will be asked to assist with the laundry once during that term.

EXCURSIONS

From time to time excursions are organised where some parents will be required to accompany the children. Volunteer helpers will be required to hold a current volunteer Working With Children Check

MISCELLANEOUS

Sewing, repairing toys, covering books are sometimes jobs that parents can help out with.

If you have any special talents, interests or hobbies that can be incorporated into the program please let staff know.

In addition, the names of any useful contacts for paper, materials, equipment, art & craft supplies etc are always appreciated. The staff and committee always appreciate any offers of help.

Parents are also encouraged to help out with the program.

If you have any special skills, we would love for you to share them with the children. These may include playing a musical instrument, bathing a baby, cooking, sewing etc.

Thank you for giving us your time and for giving us your assistance.

COMMUNICATION

Close communication between home and Pre-School is important and we are always happy to talk to parents to discuss your child's progress or any other matter. Communication between committee and staff occurs on a daily basis.

Parents are requested to inform the teacher of any change in routine or situation at home that may affect their child's behavior or development at Pre-School. Whilst this may be difficult during session times, appointments may be made at other times that are mutually convenient.

Should parents have any concerns regarding the Pre-School program, please feel free to approach the teaching staff to address your concerns directly.

The Pre-School uses the online portal Storypark for communicating to families about our program, as well as important notices and updates from the office, committee and fundraising events. Families will receive an invitation to join Storypark upon enrolment. You may also receive notices via email or distributed by the teaching staff.

Parents should be aware that each child has their own individual file recorded by the teachers and, as a parent, these can be accessed and discussed at any time.

In a more formal manner, a report is presented by the teachers and committee members at the Committee Meetings, twice a term.

ARRIVAL & DEPARTURE

An Attendance Book is located in the foyer or at the front door and parents are required to sign their children in at the start of sessions and out at the end of sessions. It is important that the actual arrival and pick up times are noted.

Children **must** be accompanied right into the Pre-School premises and **are not** permitted to leave unaccompanied.

Your enrolment form will ask you to provide us with a list of people who have authority to collect your child from kindergarten. Should you require a person, other than one already nominated, to collect your child, please inform the staff of this, in writing, on the form provided by the kinder (Located under the Attendance Book) or via email.

All persons collecting children from Pre-School must be 18 years old or over.

Please be punctual when bringing your child to and collecting your child from kinder. Especially when collecting your child. There is only a short time between Pre-School sessions each day. A late pick up fee will apply to those families that are late collecting their child.

Parents need to be vigilant in ensuring that they do not let another person's child out through the gate. This also requires that parents supervise their school children, to ensure they are not needlessly entering and re-entering through the gate and/or placing other children at risk of getting out. Kinder/School children are not permitted to climb fences or surrounding trees. We would also like you to encourage your children to walk on the foot paths, and not swing on the front gates.

For safety reasons, we ask that you **reverse your car** into the car spaces provided at the kinder. Please be vigilant of the traffic on the road and always practice safe road rules with your child.

We all need to work together to keep children safe, therefore please ensure you stop an unaccompanied child at the gate and **do not** let them depart the premises.

For the safety of all and especially for our children who are fearful of dogs, please ensure that **no dogs** enter inside the Pre-School gates. **Dogs must be tied on outer fences away from the entrance area.**

Dismissal Procedure

- Children will collect bag/belongings and work prior to the end of the session and return to the mat in the playroom.
- The outside door will be opened, and parents and toddlers and school children are requested to remain in the foyer.
- One staff member will call the children one at a time from the playroom/foyer door position as parents sign the attendance book.
- One staff member will remain at the mat to supervise the children.
- Parents are required to sign the delivery/collection time accurately (i.e. 1.37p.m.) A clock is situated above the sign in book.

- Parents and children are requested to leave promptly to avoid congestion and confusion.
- Parents wishing to speak to staff must wait until after the dismissal procedure has been completed.

HEALTH & ABSENCES

Please keep your child at home if he/she is sick and notify staff if your child is to be absent. This applies to illness or other reasons. Please advise us if your child becomes unwell with gastroenteritis or any other infectious disease ie chicken pox, slap cheek.

A list of infectious diseases and the length of exclusion time, as per Health Victoria, has been included in this booklet.

Please keep your child at home for **48 hours** after the last episode of vomiting and/or diarrhea.

KINDER BAG

Your child will require a bag for their snack/lunch, artwork, a change of clothing etc. All items must be named.

REFRESHMENTS

Ellie V. Pullin is an **allergy aware** Kinder. To reduce the likelihood of a child having a severe allergic reaction, we ask that families do not send any nuts (for example peanuts or tree nuts) or any food products that contain nuts, e.g: peanut butter, Nutella, or muesli bars or cookies containing nuts.

The children are required to bring a snack and a water bottle in a lunchbox. The Pre-School encourages healthy snacks.

Parents of children enrolled in 4-year-old kinder please note that both lunch and a snack will be required for each session.

CLOTHING & UNIFORMS

Children should wear comfortable play clothes to Pre-School that do not restrict movement. Smocks are provided to protect clothing from paint, clay and other messy substances, however, we are all aware that children do not stay clean all the time.

To enable your child to be as independent as possible, they should wear clothes they can manage easily. They should be able to undo and do-up buttons, belts and zippers easily.

Children are encouraged to wear runners/sneakers to kinder, as they are ideal for our outside environment. Thongs are prohibited at Pre-School as they can be dangerous, particularly during outside play. Also, please ensure that your child doesn't wear open toed shoes or Crocs.

In the winter months a warm coat is important as children still play outdoors on cold days.

Children should have a change of clothes; however, you may wish to send along spare underpants or clothing in their bag, particularly at the beginning of the year.

All smocks and protective clothing are supplied.

Please ensure that all clothing is clearly labeled.

Uniforms at Ellie V. Pullin are not compulsory however we do recommend that children wear them to achieve a sense of belonging to the kindergarten. Families can order various items of clothing online at Eduthreads.com.au

SUNSMART POLICY

As part of the Pre-School Sun Smart Policy, it is compulsory for children to wear hats during outside play when the UV rating is 3 or higher. Staff will monitor the daily sun protection times via the SunSmart app.

Please provide a named, legionnaire style or broad rimmed hat, which must remain in their kinder bag for the year. Appropriate clothing is also encouraged, such as loose fitting tops and dresses that cover the shoulders. Singlet tops and shoe string tops/dresses are not recommended.

HEALTH, HYGIENE AND COVID-19 POLICY

At Ellie V Pullin, the health and safety of our children, families and staff is of utmost importance. The preschool has a COVID safe plan in place. The pre-school maintains a high standard of hygiene, cleaning and safety protocols and follows the current directives from the Department of Education and Training and the Department of Health and Human Services (DHHS). A copy of the COVID safe plan is available at the pre-school. Should there be a positive case, or a primary close contact identified as having been present at the pre-school, families will be notified and instructions from the DHHS and WorkSafe Victoria will be followed in regards to closure and deep cleaning protocols.

LIBRARY (4-Year-Old Only)

At the beginning of Term 2, the Library Lending Program will commence for children in Apple Berries & Honey Pots Groups. Children will require a drawstring, cloth bag, clearly marked with their name.

EXCURSIONS

Excursions are planned to introduce, develop and extend areas of interest. Incursions, where visitors attend the Pre-School, are also planned. Parents will be informed of these special days either by way of email, the newsletter, noticeboard or individual notices.

Extreme care is always taken, and extra parent help will be required on these days. All volunteer helpers are required to hold a current volunteer Working With Children Check (WWCC).

On excursions we ask that **siblings do not attend** with their parents due to the nature of the visit, which is appropriate for Pre-School aged children only. We appreciate your understanding and co-operation in this matter.

BIRTHDAYS

Birthdays are a very special time for a child. While certainly not expected, you are welcome to provide a small packaged treat for your child to share at Kinder for their birthday. These treats will be distributed to all children at the end of a session and eaten at home.

Please be aware of our Nut Free policy when bringing treats.

TOYS/ITEMS OF INTEREST

In general, children are discouraged from bringing toys from home as they can be lost, broken or very much coveted by other children, resulting in tears.

Pets may also be brought along to show, however please let staff know prior to the proposed date, so that special arrangements can be made for their care and to prepare the children so that they may benefit from the visit.

BUSH KINDER

Bush kinder is an Australian interpretation of the forest preschools that were originally established in Scandinavia over 50 years ago. The program is about more than simply taking young children outside to play in nature, it is about allowing children the opportunity to try new things in a new environment and take supported risks that will give them an invaluable learning experience. Bush kinder sessions will provide your child with a real-world learning space, and the time for them to learn using what nature has provided as learning materials. They will have the opportunity to play in the rain, roll down grassy mounds, balance along fallen logs, get involved in dramatic play, find insects and draw with sticks in the ground. The opportunities for children to construct their own learning are endless.

Research has shown that benefits of nature play include:

- Improved cognitive and problem-solving abilities
- Increased confidence, motivation and concentration
- Increased social, physical and language skills
- Deeper conceptual understandings and respect for the natural environment
- Increased social and imaginative play
- More varied risk-taking behaviours and positive dispositions towards risk and challenge

Each child's developmental progression, advancing skill levels and particular interests will be documented by their teachers. The teachers will use this knowledge to support the children's learning just as they do during normal sessions at kinder.

What happens in a Bush Kinder session?

Your child's usual teachers will be with your child every week at bush kinder. There will also be parent helpers for each session to assist the teachers in running a successful and engaging program for the children. During a bush kinder session, children will be given the chance to engage in unstructured, free play. This gives children the opportunity to explore the environment at their own pace and uncover the many wonders of the bush kinder site. Children will be involved in some intentional teaching during their time at bush kinder. Teachers will actively promote children's learning through worthwhile and challenging experiences and interactions that foster high-level thinking skills. Teachers will use strategies such as modelling and demonstrating, open questioning, speculating, explaining, engaging in shared thinking and problem solving to extend children's thinking and learning. This can encourage new interests to form for children and assists those children who are unsure within the bush kinder setting. Children will also be given time to have their snack from home.

Bush kinder will continue through the year, even if it's raining. Sessions could be cancelled ahead of time, on short notice or during the session in the following circumstances:

- Staff absence
- Extreme weather
- Sudden extreme weather
- Emergency evacuation
- Maroondah City Council advice

If a bush kinder session is cancelled, we will still have a kinder session, but it will be on-site.

An extensive Risk Assessment and Evaluation will be carried out and made available to families. In regard to weekly sessions, teachers will assess the site prior to all sessions to ensure the safety of the children who will be

attending bush kinder that day. All teachers have first aid qualifications and will be taking a full first aid kit onto the bush kinder site.

POLICY DOCUMENT FOLDER

A copy of the Ellie V. Pullin Pre-School Policy Document Folder is available to peruse, at all times. Additional copies are available upon request to the President of the Committee.

Please take the time to read and understand the policies.

Items covered in the Policy Document Folder are:

Policy Name

- Acceptance and Refusal of Authorisation Policy
- Administration of First Aid Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Bushfire Policy
- Bush Kinder Policies:
 - Dog Awareness Policy
 - Emergency Evacuation Policy
 - Extreme Weather Policy
 - Identification and Visibility Policy
 - Medical Emergency Policy
 - Mini Beast Bite or Sting First Aid Policy
 - Play Benefits and Risk Policy
 - Protective Clothing Policy
 - Snake Awareness Policy
- Child Safe Environment Policy
- Code of Conduct Policy
- Complaints and Grievances Policy
- Curriculum Development Policy
- Dealing with Infectious Diseases Policy
- Dealing with Medical Conditions Policy
- Delivery and Collection of Children Policy
- Determining Responsible Person Policy
- Diabetes Policy
- Emergency and Evacuation Policy
- Emergency Management Plan
- Enrolment and Orientation Policy
- Environmental Sustainability Policy
- Epilepsy Policy
- Excursions and Service Events Policy
- Fees Policy
- Food Safety Policy
- Governance and Management of Ellie V Pullin Preschool Policy
- Hygiene & COVID 19 Pandemic Policy
- Incident, Injury, Trauma and Illness Policy
- Inclusion and Equity Policy
- Information Communication Technology (ICT) Policy
- Interactions with Children Policy
- Nutrition, Oral Health and Active Play Policy
- Occupational Health and Safety Policy
- Parent/Guardian and Volunteers Code of Conduct Policy
- Participation of Volunteers and Students Policy
- Privacy and Confidentiality Policy
- Relaxation and Sleep Policy
- Road Safety & Safe Transport Policy
- Tobacco, Alcohol and other Drugs Policy
- Social Media Policy

- Staffing Policy
- Sun Protection and Heat Policy
- Supervision of Children Policy
- Water Safety Policy

PARENT RESOURCE LIBRARY

In the foyer of the Pre-School is a range of books available for parents to borrow. Please feel free to borrow these at any time.

We also share information via email or displays regarding local programs and events that may be of interest to families.

EXCLUSIONS TABLE

Below is a guide to assist you to know how long to keep your child home when afflicted by an infectious disease. For more information, visit: <http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 48 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

The Public Health and Wellbeing Regulations 2009 are available from the [Victorian Legislation and Parliamentary Documents website](#) maintained by the Department of Premier and Cabinet.

Dealing with Medical Conditions Policy

Quality Area: *2: Children's health and safety*

6: Collaborative partnerships with families and communities

Standard: *2.1: Each child's health and physical activity is supported and promoted*

2.2: Each child is protected

6.1: Respectful relationships with families are developed and maintained and families are supported in their parenting role.

Element: *2.1.2: Effective illness and injury management and hygiene practices are promoted and implemented*

2.2.2: plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

6.1.3: Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing

Purpose

This policy will provide guidelines for Ellie V. Pullin to ensure that:

- clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at Ellie V Pullin Preschool
- Ellie V Pullin Preschool practices support the enrolment of children and families with specific health care requirements.

Policy Statement

1. Values

Ellie V. Pullin is committed to recognising the importance of providing a safe environment for children with specific medical and health care requirements through implementing and maintaining effective hygiene practices. This will be achieved through:

- fulfilling Ellie V Pullin Preschool's duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved in the programs and activities of Ellie V Pullin Preschool are protected from harm
- informing educators, staff, volunteers, children and families on the importance of adhering to the *Dealing with Medical Conditions Policy* to maintain a safe environment for all users, and communicating the shared responsibility between all involved in the operation of Ellie V Pullin Preschool
- ensuring that educators have the skills and expertise necessary to support the inclusion of children with additional health needs.

2. Scope

This policy applies to Ellie V Pullin Preschool, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Ellie V. Pullin, including during offsite excursions and activities.

This policy should be read in conjunction with:

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Diabetes Policy*
- *Epilepsy Policy*

3. Background and Legislation

Background

Ellie V Pullin Preschool must have a policy for managing medical conditions that includes the practices to be followed:

- in the management of medical conditions
- when parents are required to provide a medical management plan if an enrolled child has a specific health care need, allergy or relevant medical condition
- when developing a risk minimisation plan in consultation with the child's parents/guardians
- when developing a communication plan for staff members and parents/guardians.

Staff members and volunteers must be informed about the practices to be followed. If a child enrolled at Ellie V Pullin Preschool has a specific health care need, allergy or other relevant medical condition, parents/guardians must be provided with a copy of this and other relevant policies.

Medication and medical procedures can only be administered to a child:

- with written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92(3)(b))
- with two adults in attendance, one of whom must be an educator. One adult will be responsible for the administration and the other adult will witness the procedure
- if the medication is in its original container bearing the child's name, dose and frequency of administration.

Refer to the *Administration of Medication Policy* for more information.

Staff may need additional information from a medical practitioner where the child requires:

- multiple medications simultaneously
- a specific medical procedure to be followed.

If a child with a chronic illness or medical condition that requires invasive clinical procedures or support is accepted by Ellie V Pullin Preschool, it is vital that prior arrangements are negotiated with the parent/guardian, authorised nominees or appropriate health care workers to prepare for the event that the child will require a procedure while in attendance at Ellie V Pullin Preschool. Parents/guardians and Ellie V Pullin Preschool should liaise with either the child's medical practitioner or other appropriate service providers to establish such an arrangement. Arrangements must be formalised following enrolment and prior to the child commencing at Ellie V Pullin Preschool.

Self-administration by a child over preschool age

Services who provide education and care to a child over preschool age (as defined in the *Education and Care Services National Regulations 2011*) may allow a child over preschool age to self-administer medication. Ellie V Pullin Preschool must consider their duty of care when determining under what circumstances such permission would be granted:

- Where a child over preschool age can self-administer medication/medical procedures, written permission must be provided by the child's parent/guardian.
- Parents/guardians will provide written details of the medical information and administration protocols from the child's medical/specialist medical practitioner(s).
- The self-administration of medication or medical procedures by children over preschool age will be undertaken only under the supervision of a staff member with current approved first aid qualifications.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*: Section 173
- *Education and Care Services National Regulations 2011*: Regulations 90, 91, 96
- *Health Records Act 2001* (Vic)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *National Quality Standard*, Quality Area 7: Governance and Leadership
- *Occupational Health and Safety Act 2004* (Vic)
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Regulations 2009* (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

AV How to Call Card: A card that Ellie V Pullin Preschool has completed containing all the information that Ambulance Victoria will request when phoned. A sample card can be downloaded from www.ambulance.vic.gov.au/Education/Calling-000-Triple-Zero.html

Communication plan: A plan that forms part of the policy and outlines how Ellie V Pullin Preschool will communicate with parents/guardians and staff in relation to the policy. The communication plan also describes how parents/guardians and staff will be informed about risk minimisation plans and emergency procedures to be followed when a child diagnosed as at risk of any medical condition such as anaphylaxis is enrolled at Ellie V Pullin Preschool.

Hygiene: The principle of maintaining health and the practices put in place to achieve this.

Medical condition: In accordance with the *Education and Care Services National Regulations 2011*, the term medical condition includes asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis, and the management of such conditions.

Medical management plan: A document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. An example of this is the Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

Risk minimisation: The implementation of a range of strategies to reduce the risk of an adverse effect from the mismanagement of a specific medical condition at Ellie V Pullin Preschool.

Risk minimisation plan: A service-specific plan that details each child's medical condition, and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies. The risk minimisation plan should be developed by families of children with specific medical conditions that require medical management plans, in consultation with staff at Ellie V Pullin Preschool upon enrolment or diagnosis of the condition.

Ellie V Pullin Policy and Procedures

Ellie V Pullin Pre-School is responsible for:

- ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within
- developing and implementing a communication plan and encouraging ongoing communication between parents/guardians and staff regarding the current status of the child's specific health care need, allergy or other relevant medical condition, this policy and its implementation
- ensuring educators/staff receive regular training in managing the specific health care needs of children at Ellie V Pullin Preschool including asthma, anaphylaxis, diabetes, epilepsy and other medical conditions. This includes training in the management of specific procedures that are required to be carried out for the child's wellbeing
- ensuring at least one educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that children are being educated and cared for by Ellie V Pullin Preschool
- establishing robust induction procedures that include the provision of information regarding the implementation of the practices outlined in this policy
- ensuring families and educators/staff understand and acknowledge each other's responsibilities under these guidelines
- ensuring families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan signed by their medical practitioner, following enrolment and prior to the child commencing at Ellie V Pullin Preschool.
- ensuring that a risk minimisation plan is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually. Refer attachments 1 and 2. **The child is not able to commence at Ellie V Pullin Preschool until the relevant Risk Minimisation Plan and Medical Management Plan has been completed and lodged with Ellie V Pullin Preschool.**
- ensuring that parents/guardians who are enrolling a child with specific health care needs are provided with a copy of this and other relevant service policies
- following appropriate reporting procedures set out in the *Incident, Injury, Trauma and Illness Policy* in the event that a child is ill, or is involved in a medical emergency or an incident at Ellie V Pullin Preschool that results in injury or trauma.

Nominated supervisor is responsible for:

- implementing this policy at Ellie V Pullin Preschool and ensuring that all educators/staff follow the policy and procedures set out within
- informing Ellie V Pullin Preschool of any issues that impact on the implementation of this policy
- ensuring that the *AV How to Call Card* (refer to *Definitions*) is displayed near all telephones
- identifying specific training needs of educators/staff who work with children diagnosed with a medical condition, and ensuring, in consultation with Ellie V Pullin Preschool, that educators/staff access appropriate training
- ensuring children do not swap or share food, food utensils or food containers
- ensuring food preparation, food service and relief staff are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and Ellie V Pullin Preschool's procedures for dealing with emergencies involving allergies and anaphylaxis
- ensuring families provide information on their child's health, medications, allergies, their medical practitioner's name, address and phone number, emergency contact names and phone numbers, and a medical management plan signed by their medical practitioner, following enrolment and prior to the child commencing at Ellie V Pullin Preschool.
- ensuring that a risk minimisation plan is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually. Refer attachments 1 and 2. **The child is not able to commence at Ellie V Pullin Preschool until the relevant Risk Minimisation Plan and Medical Management Plan has been completed and lodged with Ellie V Pullin Preschool.**
- ensuring a copy of the child's medical management plan is visible and known to staff in Ellie V Pullin Preschool. Prior to displaying the medical management plan, the Nominated Supervisor must explain to parents/guardians the need to display the plan for the purpose of the child's safety and obtain their consent (refer to *Privacy and Confidentiality Policy*)
- ensuring educators and other staff follow each child's risk minimisation plan and medical management plan
- ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their risk minimisation plan
- providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at Ellie V Pullin Preschool
- administering medications as required, in accordance with the procedures outlined in the *Administration of Medication Policy*
- maintaining ongoing communication between educators/staff and parents/guardians in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within Ellie V Pullin Preschool.

Certified supervisors, educators and other staff are responsible for:

- ensuring that children do not swap or share food, food utensils or food containers
- communicating any relevant information provided by parents/guardians regarding their child's medical condition to the Nominated Supervisor to ensure all information held by Ellie V Pullin Preschool is current
- undertaking relevant training to assist with the management of specific medical conditions of children at Ellie V Pullin Preschool
- being aware of individual requirements of children with specific medical conditions and following their risk minimisation plan and medical management plan

- monitoring signs and symptoms of specific medical conditions and communicating any concerns to the Nominated Supervisor
- adequately supervising all children, including those with specific medical conditions
- informing the Nominated Supervisor of any issues that impact on the implementation of this policy.

Parents/guardians are responsible for:

- informing Ellie V Pullin Preschool of their child's medical conditions, if any, and informing Ellie V Pullin Preschool of any specific requirements that their child may have in relation to their medical condition
- providing a medical management plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This medical management plan must include a current photo of the child and must clearly outline procedures to be followed by educators/staff in the event of an incident relating to the child's specific health care needs
- ensuring that a risk minimisation plan is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually. Refer attachment 1 & 2. **The child is not able to commence at Ellie V Pullin Preschool until the relevant Risk Minimisation Plan and Medical Management Plan has been completed and lodged with Ellie V Pullin Preschool.**
- meeting the cost of training staff to perform specific medical procedures as relevant to their child, as required
- notifying the Nominated Supervisor of any changes to the status of their child's medical condition and providing a new medical management plan in accordance with these changes
- informing the Nominated Supervisor of any issues that impact on the implementation of this policy by Ellie V Pullin Preschool.

Volunteers and students, while at Ellie V Pullin Preschool, are responsible for following this policy and its procedures.

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, Ellie V Pullin Preschool will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- ensure that all information on display and supplied to parents/guardians regarding the management of medical conditions is current
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of Ellie V Pullin Preschool's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.

Sources and other related policies

Sources

- *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition, 2013) National Health and Medical Research Council: <https://www.nhmrc.gov.au/about->

[us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services](#)

- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*, p 62: <http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf>

Service policies

- *Administration of First Aid Policy*
 - *Administration of Medication Policy*
 - *Anaphylaxis Policy*
 - *Asthma Policy*
 - *Dealing with Infectious Diseases Policy*
 - *Diabetes Policy*
 - *Epilepsy Policy*
 - *Incident, Injury, Trauma and Illness Policy*
 - *Privacy and Confidentiality Policy*
 - *Supervision of Children Policy*
-

Parents/Guardians and Volunteers Code of Conduct Policy

Quality Area: 2: Children's health and safety

6: Collaborative partnership with families and communities

7: Leadership and Service Management

Standard: 2.2 Each child is protected

6.1: Respectful relationships with families are developed and maintained and families are supported in their parenting role

7.1: Governance supports the operation of a quality service

Element: 2.2.3: Management, Educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

6.1.3: Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing

7.1.2: Systems are in place to manage risk and enable effective management and operation of a quality service

Purpose

Ellie V Pullin Preschool provides an open, welcoming and safe environment. We believe that all parents/guardians and volunteers play a crucial and valuable role in the effective operation of Ellie V Pullin Preschool and in enriching the children's program. We acknowledge that without parents'/guardians' support, participation and contribution Ellie V Pullin Preschool could not operate.

This code of conduct for parents/guardians and volunteers outlines the type of practice we require all adults working and volunteering at our centre to follow. It will assist in ensuring the safety and wellbeing of children, families and staff. It does not provide all the answers but is a broad outline of behavioural principles, expectations and ideals.

The committee has a legal responsibility to provide a safe and happy environment for all children and staff.

Policy Statement

1. Values

Ellie V Pullin Preschool is a place of learning for young children and therefore the rights of the child will be considered first and foremost.

Ellie V Pullin Preschool is committed to:

- The wellbeing of each child having fundamental importance
- The provision, as far as practicable, of a safe and secure environment
- Providing an open, welcoming environment where everyone's contribution is valued and respected

- Encouraging parents/guardians, volunteers and community members to support and participate in our centre's program.

2. Scope

This code of conduct applies to all adults, including parents/guardians, volunteers, extended family, visitors and other association members while involved in any activities related to Ellie V Pullin Preschool.

3. Background and Legislation

This may include, but is not limited to:

- *Children's Services Act 1996*
- *Children, Youth and Families Act 2005*
- *Child Wellbeing and Safety Act 2005*
- *Disability Discrimination Act 1992*
- *Equal Opportunity Act 1995*
- *Human Rights and Equal Opportunity Commission Act 1986*
- *Occupational Health and Safety Act 2005*
- *Sex Discrimination Act 1984*
- *Workplace Relations Act 1996*

The committee needs to ensure:

".. that the children's service is operated in a way which ensures the safety of the children being cared for or educated and that their developmental needs are met" *Children's Services Act 1996* Section 18 (4).

The employer has an obligation to ensure a safe and discrimination free working environment for staff in accordance with relevant legislation.

The committee needs to ensure all parents/guardians, volunteers, staff, students and any other persons involved in Ellie V Pullin Preschool, adhere to clear guidelines regarding appropriate interaction and communication with one another, and with children at Ellie V Pullin Preschool.

4. Definitions

Safety: Comply with all policies and procedures of Ellie V Pullin Preschool. These are displayed at Ellie V Pullin Preschool. Be aware of emergency evacuation procedures.

Ethical conduct: Always act in the best interests of children, their families and users of Ellie V Pullin Preschool.

Support: Work in a cooperative and positive manner.

Communication: Use courteous and acceptable verbal and nonverbal language. Refrain from the use of profane, insulting, harassing, aggressive or otherwise offensive language.

Respect: Value the rights, religious beliefs and practices of individuals. Refrain from actions and behaviour that constitute harassment or discrimination.

Confidentiality: Comply with Ellie V Pullin Preschool's *Privacy and Confidentiality Policy*. Respect the confidential nature of information gained, or behaviour observed, whilst participating in the program, in relation to other children and adults.

Children's program: If participating in the program seek guidance and direction from staff. If unsure ask staff for further information. Behaviour guidance of the children is the responsibility of staff, immediately refer any issues or concerns related to managing children's behaviour to staff.

Ellie V Pullin Policy and Procedures

Procedure for dealing with a breach in the code of conduct

On notification of a potential breach of the code the committee will activate the Complaints and Grievances Policy: The subcommittee will recommend a course of action to the committee which may include, but is not limited to:

- A first and final warning meeting/letter being issued to inform the relevant person/s of the outcome of the investigation and that another breach of the code of conduct will not be tolerated
- A restraining order (via the legal system) being sought against the relevant person. Success in obtaining a restraining order will then prevent this person from attending Ellie V Pullin Preschool to deliver or collect children or to participate in the program
- The withdrawal or suspension of a child's place in the program due to the parents/guardians serious breach of the code of conduct. This action will only be taken if no other alternatives are deemed appropriate by the subcommittee/committee. There will be no refund of any term fees which have been paid for the period of the suspension or upon withdrawal from Ellie V Pullin Preschool.

Emergency situations

In an emergency situation, where it is believed that staff, children or parents/guardians are at immediate risk (for example violence has been threatened or perpetrated) the staff members and/or committee involved need to be able to act quickly and decisively. The committee, the primary nominee and all nominees are authorised to contact the local police to advise them of the current situation.

The executive committee is delegated the authority to determine suitable actions, which may include, but not be limited to:

- Applying immediately for a restraining order (via the legal system)
- Suspending the relevant person/s from attending Ellie V Pullin Preschool until the committee has investigated and decided on an appropriate course of action. If required, notify the parents/guardians that alternate arrangements will need to be organised for the delivery/collection of their child to ensure that the suspended person does not attend Ellie V Pullin Preschool.
- Suspension of a child's place in the program due to the suspended person still attending Ellie V Pullin Preschool after they have been advised not to. There will be no refund of any term fees which have been paid for the period of the suspension.

Ellie V Pullin Pre-School is responsible for:

- Ensuring all parents/guardians, staff, volunteers, students and visitors are provided with a copy of this policy upon arrival, employment or enrolment.
- Implementing the standards of conduct as set out in this policy (Schedule 1).

Nominated supervisor, certified supervisors, educators and other staff are responsible for:

- Respecting the individual needs, cultural practices and beliefs of families in all interactions, both verbal and non-verbal.
- Working with colleagues, committee and parents/guardians to provide an environment that encourages positive interactions and supports constructive feedback.
- Providing guidance to parents/guardians and volunteers through positive role modelling and, when appropriate, clear and respectful directions.

- Ensuring practices and procedures are in place to ensure that parents/guardians on duty, or other adults participating in the program, are not placed in a situation where they are left alone with a child. For example, staff are responsible for assisting with toileting needs, nappy changing.

Parents/guardians are responsible for:

- Abiding by the standards of conduct as set out in this policy (Schedule 1).
- Reading the Parents/Guardians and Volunteers Code of Conduct Policy.

Evaluation

In order to assess whether the policy has achieved the values and purposes the committee will:

- Monitor compliance with the expectations and procedures set out in the policy
- Take into consideration feedback on the policy from staff, parents/guardians and committee members
- Assess whether a satisfactory resolution has been achieved in relation to issues arising from this policy.

Sources and other related policies

Centre Policies :

- Complaints and Grievances Policy
 - Delivery and Collection of Children Policy
 - Child Safe Environment Policy
 - Privacy and Confidentiality Policy
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