

2025

**Ellie V. Pullin
Pre-School**

Information Book



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Contact Details

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Honey Pots - meg@elliempullinpreschool.vic.edu.au
Gum Nuts - mikaela@elliempullinpreschool.vic.edu.au

You can email your child's teacher directly at the above email address with absences, questions etc.

The Administration Office is open Mondays, Wednesdays and Fridays 8:00am – 2:30pm

Session Times

Four Year Old Program

Apple Berries: Olivia, Vanessa, Selina

Monday	Tuesday	Wednesday	Thursday	Friday
Apple Berries 11:30am-4:30pm	Apple Berries 8:00am-1:00pm		Apple Berries 11:30am-4:30pm	

Honey Pots: Meg, Mikaela and Alison

Monday	Tuesday	Wednesday	Thursday	Friday
		Honey Pots 8:30am-4:00pm		Honey Pots 8:30am-4:00pm

Three Year Old Program

Gumnuts: Mikaela, Tiff and Bree

Monday	Tuesday	Wednesday	Thursday	Friday
Gum Nuts 8:00am-11:00am	Gum Nuts 1:30pm-4:30pm		Gum Nuts 8:00am-11:00am	

Our 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.

Child Safe Standards

Ellie V Pullin Pre-School is committed in providing an environment for all children which ensures their safety, health and wellbeing. Our commitment to the 11 Child Safe Standards is reflected across all aspects of the kindergarten.

- Promoting the cultural safety of all children
- Identifying, reducing and removing risks of child abuse
- Intervening when a child may be at risk of abuse or neglect
- fosters opportunities for each child to participate, express their views and to learn and develop
- Ensuring staff are aware of their legal and duty of care obligations to report child abuse and neglect
- continuously improves the way our service identifies risks of and responds to child abuse and encourages reporting and improved responses to allegations of abuse.

Commitment to Child Safety and Wellbeing

All children have the right to feel safe, and to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Ellie V Pullin Pre-School is committed to preventing child abuse and identifying risks early and working to reduce these risks.

Ellie V Pullin Pre-School has robust human resources and recruitment practices for all staff and volunteers.

Ellie V Pullin Pre-School is committed to regularly training and educating our staff and volunteers on child abuse risks.

We are committed to the cultural safety of Aboriginal children and all children from a culturally and/or linguistically diverse background.

We are committed to providing a safe, supportive and nurturing learning environment for children with a disability or experiencing other vulnerabilities.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments

Body Safety Program

Children in the four-year-old kindergarten groups participate in a Body Safety education program from Child Safe Australia. The program aims to empower children, families and educators through teaching important and practical safety practices. Body Safety Education fosters awareness of 5 Body Safety Rules. This not only aims to protect children from harm and abuse but also sets a foundation for healthy relationships and self-respect as they grow.

Parenting workshops are a part of the Body Safety Program, informing parents of what the children will be learning and the importance of body safety education at kindergarten and how they can support their children at home.

Parent Participation

Parents are always welcome at the kinder. There are many ways that you can be involved in your child's kindergarten experience.

Committee of Management

Ellie V Pullin Pre-School is a not-for-profit incorporated association and is managed by a volunteer Committee of Management under a constitution. The Committee is made up of current parents and is supported by the Early Learning Association Australia (ELAA), Maroondah City Council and the Department of Education.

The four main executive committee roles are President, Vice President, Secretary and Treasurer. We also have general members who assist with tasks such as marketing, applying for grants and group representatives who also assist with fundraising. Being on the committee is a very rewarding experience. It enables you to get to know other families and positively contribute to your child's education. The Committee of Management is elected at the Annual General Meeting (AGM) held in October each year.

Parent Helper/Stay and Play Roster

Parents are encouraged to be actively involved in the kindergarten. From being a member of the Committee, to spending time during sessions or helping out at Bush Kinder. Your child will love having you visit and spend time with them at kinder. It is also a great opportunity to catch up with the staff and learn more about your child's kindergarten experience. Grandparents and special friends are also welcome.

A roster will be available for each term.

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

This will apply to all aspects of volunteering at the Preschool – including Committee Members, Parent Helper/Stay and Play, Bush Kinder and Excursions.

Specialist visitors (such as Incursions hosts, Prep Teachers, Allied Health Practitioners) will also be required to have a Working With Children Check.

Fundraising

With the introduction of free kinder, the kindergarten relies on government funding to cover the costs of running our programs. However, after staffing and other day to day costs there is only a small amount left to go towards maintenance and upgrades of equipment and resources.

The kindergarten relies on fundraising for this shortfall, to ensure that children have access to quality and sufficient resources to enhance their play and learning.

Throughout the year, our fundraising team will organise a variety of opportunities such as raffles, chocolate drives, social events and products to purchase. All fundraising activities are optional. Some families prefer to make a donation to the kindergarten instead of participating. This is always welcomed and greatly appreciated.

Previous improvements that we have made from fundraising contributions have been the purchase of a new oven, the upgrading of furniture and storage and new outdoor equipment for our obstacle course.

Working Bees

A working bee is generally held once per term, on a weekend or evening in the warmer months. Whilst the Council are responsible for the exterior of the building and maintenance such as plumbing, the kindergarten must maintain the grounds (ensuring adequate levels of soft fall and sand as per the regulations). Working Bees assist the kindergarten in providing a safe and presentable environment for the children.

Tasks might include spreading sand and tan bark, weeding, removing cobwebs, washing windows.

Mowing Roster

Families are invited to add their name to the roster to help out the kindergarten by mowing the lawns approx. once a month. We have our own lawn mower, whipper snipper and blower.

We also welcome parents or grandparents to participate in the program to share a talent or special interest such as cooking with the children, playing an instrument, demonstrating artwork or sharing aspects of an occupation (we have had crane drivers, fire truck)

Communication

Close communication between home and the kindergarten is very important and we are happy to discuss your child's progress or any concerns you might have. This might not always be possible at the start or end of sessions, so making an appointment for a mutually convenient time may be more appropriate.

Ellie V Pullin Pre-school uses an online platform called Storypark for communication from Teachers, Committee of Management, Administration, fundraising and social events. You will receive an invitation to create an account which will require you to sign a consent form and create a password for your child's account. As account Admin you will be able to invite other family members to join as well.

You will also receive communication via notices or emails distributed by your child's teacher, or signs and posters out the front of the kindergarten on the sign-in table.

Grievances and Complaints Procedure

Ellie V Pullin Pre-School values the importance of providing an environment of mutual respect and open communication between all staff, Committee Members and families. Any grievances or complaints will be handled with fairness and equity.

In the first instance, a concern or complaint should be firstly directed to your child's teacher. If the nature of the grievance or complaint is of a more serious nature, this should be directed to the Committee President, or in their absence, the Vice President. Upon receipt of a formal statement, the President will determine whether the grievance or complaint can be dealt with under the Compliments and Complaints Policy, if it requires dispute resolution or further investigation, or if it is a notifiable complaint that must be directed to the Department of Education.

Further information is available on display in the kindergarten foyer.

What do I need to notify the kindergarten about?

Please keep your child home if they are unwell. Illness can spread very quickly amongst young children and it is difficult for the staff to provide adequate care to a child who is sick.

Please call the kindergarten, or you can email your child's Teacher directly to notify them of any absences. This also applies if you are going on holidays or going to be away for another reason.

It is a regulatory requirement and condition of enrolment that all children have a minimum of two emergency contacts (other than the child's parents) who are authorised and capable of collecting a child from the kindergarten in an emergency situation, within a reasonable amount of time.

Medical Conditions and Allergies

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, such as peanut butter, Nutella, or muesli bars or cookies containing nuts.

If your child has a medical condition (such as asthma) they will require a Medical Action Plan. These are completed by your child's doctor. There are specific plans for various health conditions – Asthma Action Plan, Allergy Action Plan, Anaphylaxis Action Plan.

Any medication that is prescribed will need to be kept at the kinder (please ensure it is in original packaging with a clear use by date).

We have procedures in place in regard to severe food allergies – such as using alternate, safe ingredients when cooking with the children, monitoring children's snack and lunch boxes, monitoring any packaging that is used for craft. Each child with a medical/health condition will have a risk management and communication plan prepared for them. Staff are all fully trained in First Aid and undertake specialist training for specific medical conditions as required.

If you have any concerns, please discuss this with your child's teacher.

What to bring to kindergarten?

A backpack or bag big enough to hold all your child's items (including artwork etc)

Snack and/or lunchbox

Drink bottle

Change of Clothes

A warm coat for outdoor play in colder weather

A SunSmart approved hat for outdoor play (this generally stays at the kinder)

For Bush Kinder – long sleeve top and pants, gumboots (or another pair of shoes to change into)

Please ensure that all your child's items are clearly named.

Snack and Lunchtimes

For each session, children require a snack and/or lunch and a drink bottle. In four-year-old kinder, some families prefer to provide a separate container for snack and lunch.

The kinder encourages healthy food options.

Please ensure you send enough food for your child for the whole session, especially if your child attends the long days in the Honey Pots Group. Children are often very busy at kinder, and they need to fuel their bodies for play and learning with healthy foods.

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 such as peanut butter, Nutella, or muesli bars or cookies containing nuts.

Please ensure that all your child's items are clearly named.

SunSmart Policy

Ellie V Pullin Pre-School is a registered member of the Cancer Council's Victorian SunSmart Program. This provides guidelines on adequate sun protection and sun safe strategies to minimise children's exposure to harmful Ultraviolet (UV) radiation. The policy applies when **the sun's UV levels reach three or higher**. Staff monitor the UV levels and sun protection times through the SunSmart app.

Whenever this occurs, a combination of sun protection measures will be used for all outdoor activities. This includes wearing an appropriate sunhat (ie legionnaires, bucket style or broad brimmed hat) that will remain at the kindergarten, sunscreen and adequate clothing (tops that cover the shoulders).

A broad-spectrum sunscreen of SPF 50+ will be supplied by the kindergarten. If your child has an allergy to certain sunscreens, please ensure you supply an alternative that can be kept at the kindergarten.

Please ensure that all hats and sunscreens are **clearly named**.

Clothing and Kinder Uniforms

Comfortable clothing that your child can manage easily enables them to be independent as possible and move about the indoor and outdoor environments. Smocks are supplied for messy activities. Runners, sneakers and sandals are ideal footwear for running and climbing on the equipment. Please do not send your child in thongs or crocs.

Our supplier for uniforms is Eduthreads. They offer a variety of short sleeve and long sleeve t shirts and polos, jumpers, hoodies and jackets. Please go to www.eduthreads.com.au/ellievpullin to browse the range. Eduthreads offer free delivery to the kindergarten several times throughout the year, or you can choose to have your items delivered to your home at a small cost.

Please note that the kinder uniform is not compulsory. Many families find it convenient to have "kinder clothes" for their child to wear as this saves good clothes from getting dirty or stained.

A limited number of second-hand items will be available at the orientation and first few sessions for a gold coin donation.

All children will require an appropriate SunSmart hat (a bucket, broad brimmed or legionnaires style hat) which will remain at the kindergarten. You can supply your own hat from home, you do not need to purchase one from Eduthreads.

Arrival and Departure

An attendance book is completed for each session. Please sign your child in at the start of the session and note who will be collecting your child that day. Please ensure you write the person's name, not "Mum" or "Dad". Children must be accompanied right into the kindergarten building.

It is a regulatory requirement and condition of enrolment that all children have a minimum of two emergency contacts (other than a child's parents) who are authorised and capable of collecting a child from the kindergarten in an emergency situation, within a reasonable amount of time.

Should you require a person to collect your child other than those nominated in the enrolment form, please ensure you inform your child's Teacher by phone or email. You will be required to complete an additional form which will be attached to your child's enrolment record.

Please be punctual when collecting your child from kinder at the end of the session. On most days, there is only a short time between sessions and staff need the time to pack up and re-set for the next group. A late pick-up fee (see following section) will apply when families are late collecting their child.

Carparking

For safety reasons, please **reverse** your car into the parking spaces available. There is also parking available along Tortice Drive. Please **do not** park in the car park of the business next door as this is private property.

Kindergarten Fees and Payments

Free Kinder

Under the Victorian Government's Early Childhood Reforms, all eligible children have access to a free program for three-year-old and four-year-old kindergarten. Funding will be paid directly to the kindergarten. Free Kinder is from 5 – 15 hours per week for three-year-olds and 15 hours per week for four-year-olds.

In 2025, the Free Kinder funding only allows for **one** year of three-year-old kindergarten. At this stage there is no option to complete a second year of three-year-old.

Starting three-year-old kindergarten – A child can be enrolled in the three-year-old program provided they will turn three by 30th April. However, a child **cannot commence attending sessions** until they have turned three years of age.

A second year of funded four-year-old kindergarten may be granted in limited circumstances. To be eligible, a child needs to be observed having delays in at least two areas of learning and development. An application must be made to the Department of Education by a child's teacher.

One Funded Kindergarten Place

You are only able to access a funded kindergarten program and the free kinder subsidy at **one service at a time** (you cannot claim the free kinder subsidy for a sessional kindergarten program and for a program in long day care). You will be asked to complete a One Funded Kindergarten Place Form for your child/ren.

Excursion Payments

The kindergarten may request a one-off payment to offset the costs of the group attending an excursion (entrance or program free, bus/coach hire). Families who are eligible for the Kindergarten Subsidy are not required to make this payment.

Late Collection Fee

Ellie V Pullin Pre-School has a responsibility and duty of care to maintain the correct educator-to-child ratios at all times. Should a parent/guardian be late to collect their child/ren from kindergarten at the end of the session, a minimum of two staff must stay with and supervise the child until their parents/guardian or an authorised emergency contact can come and collect the child.

Therefore, a late collection fee will be charged at the flat rate of \$25 if a child is not collected within 10 minutes of the end of the session, then \$1 per minute thereafter.

It is a regulatory requirement and condition of enrolment that all children have a minimum of two emergency contacts (other than a child's parents) who are authorised and capable of collecting a child from the kindergarten in an emergency situation, within a reasonable amount of time.

Fundraising and Donations

Throughout the year the kinder organises various fundraising activities to raise additional funds to purchase new equipment and resources. All fundraising activities are optional. Some families prefer to make a donation to the kindergarten instead of participating. This is always welcomed and greatly appreciated.

We accept bank transfer and cash for our fundraising.

We welcome donations or contacts for local businesses and resources that you may have to support our fundraising activities.

Bush Kinder

Bush Kinder sessions are held weekly, starting towards the end of Term 1. Bush kinder will continue through the year, even if it's raining. The kindergarten has a supply of waterproof suits for the children to wear if needed. Otherwise, children need to wear long sleeve tops and pants. Gumboots can be worn also (with another pair of shoes to change into).

Sometimes bush kinder sessions may 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

An extensive risk assessment and evaluation is carried out. 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 and any required medications, onto the bush kinder site.

A part of our bush kinder program, the children participate in planting sessions with the Maroondah Council Bushland team, helping to plant native trees to assist with the maintenance and revegetation of the site.

Additional Information

Excursions and Incursions

An excursion is an outing that occurs outside the kindergarten grounds. An incursion is where a group or individual visits the kinder to provide a program for the children. Examples of incursions are A Day with Clay, Melbourne Museum, Drumming, local librarian visit.

The four-year-old groups usually attend one main excursion each year. Most recently this has been to Healesville Sanctuary for a specific learning program. There is a one-off excursion fee that is charged to help in covering the costs of the entrance and program fees, as well as the cost of hiring the coach/bus.

Extra help from parents/family members will be required on these days. All volunteers must have a current Working With Children Check. We request that siblings do not attend excursions as they are planned to cater for pre-school age children only.

Library

Children in the four-year-old groups can participate in a lending library program from Term2. The kinder has a range of picture story and information books which the children can borrow. Each child will need a named library bag.

Birthdays

Birthdays are a special time for a child. We celebrate with a pretend cake and candles and sing Happy Birthday. You are welcome to send along a small treat that your child can hand out to all the children at the end of the session. Non-food treats such as stickers or bubbles are ideal.

Please be aware that we are **allergy aware** and do not send any food items containing nuts or nut products.

Toys from home/Items of interest

Children are discouraged from bringing toys from home as they can be lost or broken. The children enjoy showing photos of special events such as birthdays or holidays and sharing those with the group.

Kindergarten Closures

Ellie V Pullin Pre-School is located in an area that is classified on the Bushfire-At-Risk-Register (BARR) with the Department of Education. Inclusion on this register requires the kindergarten to close on days that are declared as Catastrophic Fire Danger by the Bureau of Meteorology. Parents will be notified the day prior when such a closure is required.

In the event of an evacuation taking place, our first evacuation point is the kindergarten car park. Should we be required to evacuate further, the second evacuation point is the North Ringwood Community Centre located across the road at 35-39 Tortice Drive.

All Staff and children practice emergency evacuation and lockdown procedures each term.

Each year, all staff participate in two professional development days and there will be no kinder on these days. Parents will be notified well ahead of time to allow for alternative arrangements if needed.

Minimum Exclusion Table

Table 4.2 Recommended minimum exclusion periods for specific diagnosed conditions

Not excluded
 Excluded in some cases
 Excluded

Condition	Exclusion of person who is sick	Exclusion of contacts (people who have been in contact with the person who is sick, but who have no symptoms; if they have symptoms, they should follow the same guidance as the person who is sick)
Asthma	Not excluded	Not excluded
Bronchiolitis	<p>If a person has respiratory symptoms (cough, sneezing, runny or blocked nose, sore throat), monitor them and exclude them if:</p> <ul style="list-style-type: none"> • they have several respiratory symptoms at the same time or • they have developed new symptoms while at the service or • the respiratory symptoms are severe or • the respiratory symptoms are getting worse (more frequent or severe) or • they also have concerning symptoms (fever, rash, tiredness, pain, poor feeding) <p>A person can often have an ongoing cough after they have recovered from a respiratory infection. If their other symptoms have gone and they are feeling well, they can return to the service</p> <p>Talk to your local public health unit for advice if there are several children and staff with respiratory symptoms at the service. Check if your state or territory has different requirements for respiratory symptoms</p>	Not excluded

Bronchitis	<p>If a person has respiratory symptoms (cough, sneezing, runny or blocked nose, sore throat), monitor them and exclude them if:</p> <ul style="list-style-type: none"> • they have several respiratory symptoms at the same time or • they have developed new symptoms while at the service or • the respiratory symptoms are severe or • the respiratory symptoms are getting worse (more frequent or severe) or • they also have concerning symptoms (fever, rash, tiredness, pain, poor feeding) <p>A person can often have an ongoing cough after they have recovered from a respiratory infection. If their other symptoms have gone and they are feeling well, they can return to the service</p> <p>Talk to your local public health unit for advice if there are several children and staff with respiratory symptoms at the service. Check if your state or territory has different requirements for respiratory symptoms</p>	Not excluded
<i>Campylobacter</i> infection	<p>Exclude until there has not been any diarrhoea or vomiting for at least 24 hours</p> <p>Staff members with these symptoms should not handle food until they have not vomited or had diarrhoea for at least 48 hours (they can be assigned to other duties after at least 24 hours, or stay away from the service for at least 48 hours)</p> <p>Talk to your public health unit for advice if there are several children and staff with diarrhoea or vomiting at the service. Check if your state or territory has different requirements for gastroenteritis</p>	Not excluded

Chickenpox (varicella)	Exclude until all blisters have dried – this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Not excluded Staff or children who are immunocompromised are at high risk of developing severe disease if exposed Talk to immunocompromised or pregnant staff about risk and recommend they seek medical advice For any immunocompromised children, talk to the parents about the child's potential risk of exposure and follow the child's agreed action plan (see Plans for immunocompromised children)
Cold sores (<i>herpes simplex</i>)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission If the person cannot maintain these practices (for example, because they are too young), exclude until the sores are dry Cover sores with a dressing, if possible	Not excluded
Common cold	If a person has respiratory symptoms (cough, sneezing, runny or blocked nose, sore throat), monitor them and exclude them if: <ul style="list-style-type: none"> • they have several respiratory symptoms at the same time or • they have developed new symptoms while at the service or • the respiratory symptoms are severe or • the respiratory symptoms are getting worse (more frequent or severe) or • they also have concerning symptoms (fever, rash, tiredness, pain, poor feeding) <p>A person can often have an ongoing cough after they have recovered from a respiratory infection. If their other symptoms have gone and they are feeling well, they can return to the service</p> <p>Talk to your local public health unit for advice if there are several children and staff with respiratory symptoms at the service. Check if your state or territory has different requirements for respiratory symptoms</p>	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped Not excluded if a doctor has diagnosed non-infectious conjunctivitis	Not excluded

COVID-19

If a person has respiratory symptoms (cough, sneezing, runny or blocked nose, sore throat), monitor them and exclude them if:

- they have several respiratory symptoms at the same time
or
- they have developed new symptoms while at the service
or
- the respiratory symptoms are severe
or
- the respiratory symptoms are getting worse (more frequent or severe)
or
- they also have [concerning symptoms](#) (fever, rash, tiredness, pain, poor feeding)

A person can often have an ongoing cough after they have recovered from a respiratory infection. If their other symptoms have gone and they are feeling well, they can return to the service

Talk to your local public health unit for advice if there are several children and staff with respiratory symptoms at the service. Check if your state or territory has different requirements for respiratory symptoms

Not excluded

Refer to state or territory advice

Croup

If a person has respiratory symptoms (cough, sneezing, runny or blocked nose, sore throat), monitor them and exclude them if:

- they have several respiratory symptoms at the same time
or
- they have developed new symptoms while at the service
or
- the respiratory symptoms are severe
or
- the respiratory symptoms are getting worse (more frequent or severe)
or
- they also have [concerning symptoms](#) (fever, rash, tiredness, pain, poor feeding)

A person can often have an ongoing cough after they have recovered from a respiratory infection. If their other symptoms have gone and they are feeling well, they can return to the service

Talk to your local public health unit for advice if there are several children and staff with respiratory symptoms at the service. Check if your state or territory has different requirements for respiratory symptoms

Not excluded

Cryptosporidiosis	<p>Exclude until there has not been any diarrhoea or vomiting for at least 24 hours</p> <p>Staff members with these symptoms should not handle food until they have not vomited or had diarrhoea for at least 48 hours (they can be assigned to other duties after at least 24 hours, or stay away from the service for at least 48 hours)</p> <p>Talk to your local public health unit for advice if there are several children and staff with diarrhoea or vomiting at the service. Check if your state or territory has different requirements for gastroenteritis</p>	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Ear infection	Not excluded unless associated with other concerning symptoms	Not excluded
Fifth disease (slapped cheek syndrome, erythema infectiosum, human parvovirus B19)	Not excluded	Not excluded
Flu (influenza)	<p>If a person has respiratory symptoms (cough, sneezing, runny or blocked nose, sore throat), monitor them and exclude them if:</p> <ul style="list-style-type: none"> • they have several respiratory symptoms at the same time or • they have developed new symptoms while at the service or • the respiratory symptoms are severe or • the respiratory symptoms are getting worse (more frequent or severe) or • they also have concerning symptoms (fever, rash, tiredness, pain, poor feeding) <p>A person can often have an ongoing cough after they have recovered from a respiratory infection. If their other symptoms have gone and they are feeling well, they can return to the service</p> <p>Talk to your local public health unit for advice if there are several children and staff with respiratory symptoms at the service. Check if your state or territory has different requirements for respiratory symptoms</p>	Not excluded

Fungal infections of the skin or scalp (ringworm, tinea, athlete's foot)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
<i>Giardia</i> infection (giardiasis)	Exclude until there has not been any diarrhoea or vomiting for at least 24 hours Staff members with these symptoms should not handle food until they have not vomited or had diarrhoea for at least 24 hours (they can be assigned to other duties after at least 24 hours, or stay away from the service for at least 48 hours) Talk to your local public health unit for advice if there are several children and staff with diarrhoea or vomiting at the service. Check if your state or territory has different requirements for gastroenteritis	Not excluded
Glandular fever (Epstein-Barr virus, infectious mononucleosis)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Head lice	Not excluded, as long as effective treatment begins before the next attendance at the service The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until at least 7 days after jaundice starts, or if there is no jaundice, until at least 2 weeks after onset of other symptoms Talk to your public health unit for advice	Not excluded Talk to your public health unit for advice
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Hepatitis E	Exclude until at least 7 days after jaundice starts, or if there is no jaundice, until at least 2 weeks after onset of other symptoms	Not excluded Talk to your public health unit for advice
Hib (<i>Haemophilus influenzae</i> type b)	Exclude until the person has received antibiotic treatment for at least 4 days	Not excluded Talk to your public health unit for advice

HIV (human immunodeficiency virus)	Not excluded	Not excluded
Human metapneumovirus	<p>If a person has respiratory symptoms (cough, sneezing, runny or blocked nose, sore throat), monitor them and exclude them if:</p> <ul style="list-style-type: none"> • they have several respiratory symptoms at the same time or • they have developed new symptoms while at the service or • the respiratory symptoms are severe or • the respiratory symptoms are getting worse (more frequent or severe) or • they also have concerning symptoms (fever, rash, tiredness, pain, poor feeding) <p>A person can often have an ongoing cough after they have recovered from a respiratory infection. If their other symptoms have gone and they are feeling well, they can return to the service</p> <p>Talk to your local public health unit for advice if there are several children and staff with respiratory symptoms at the service. Check if your state or territory has different requirements for respiratory symptoms</p>	Not excluded
Impetigo (school sores)	<p>Exclude until antibiotic treatment has started</p> <p>Cover any sores on exposed skin with a watertight dressing</p>	Not excluded
Measles	Exclude for at least 4 days after the rash appeared	<p>Immunised contacts are not excluded</p> <p>For non-immunised contacts, talk to your public health unit for advice</p> <p>Talk to immunocompromised or pregnant staff about risk and recommend they seek medical advice</p> <p>Exclude all immunocompromised children until 14 days after the rash appears in the last case at the service</p>
Meningitis (viral)	Exclude until person is well	Not excluded

Meningococcal infection	Exclude until the person has completed antibiotic treatment	Not excluded Talk to your public health unit for advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mosquito-borne diseases (Barmah Forest virus, Chikungunya virus, Dengue virus, Zika virus, Japanese encephalitis, malaria, Murray Valley encephalitis virus, Ross River virus, West Nile virus – including Kunjin virus)	Not excluded Talk to your public health unit for advice	Not excluded
Mumps	Exclude for at least 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus infection	Exclude until there has not been any diarrhoea or vomiting for at least 48 hours Talk to your local public health unit for advice if there are several children and staff with diarrhoea or vomiting at the service. Check if your state or territory has different requirements for gastroenteritis	Not excluded
Pneumococcal disease	Exclude until person has received antibiotic treatment for at least 24 hours and feels well	Not excluded

Pneumonia	<p>If a person has respiratory symptoms (cough, sneezing, runny or blocked nose, sore throat), monitor them and exclude them if:</p> <ul style="list-style-type: none"> • they have several respiratory symptoms at the same time or • they have developed new symptoms while at the service or • the respiratory symptoms are severe or • the respiratory symptoms are getting worse (more frequent or severe) or • they also have concerning symptoms (fever, rash, tiredness, pain, poor feeding) <p>A person can often have an ongoing cough after they have recovered from a respiratory infection. If their other symptoms have gone and they are feeling well, they can return to the service</p> <p>Talk to your local public health unit for advice if there are several children and staff with respiratory symptoms at the service. Check if your state or territory has different requirements for respiratory symptoms</p>	Not excluded
Roseola (exanthum subitum, sixth disease)	Not excluded	Not excluded
Rotavirus infection	<p>Exclude until there has not been any diarrhoea or vomiting for at least 24 hours</p> <p>Staff members with these symptoms should not handle food until they have not vomited or had diarrhoea for at least 48 hours (they can be assigned to other duties after at least 24 hours, or stay away from the service for at least 48 hours)</p> <p>Talk to your local public health unit for advice if there are several children and staff with diarrhoea or vomiting at the service. Check if your state or territory has different requirements for gastroenteritis</p>	Not excluded

RSV (respiratory syncytial virus)	<p>If a person has respiratory symptoms (cough, sneezing, runny or blocked nose, sore throat), monitor them and exclude them if:</p> <ul style="list-style-type: none"> • they have several respiratory symptoms at the same time or • they have developed new symptoms while at the service or • the respiratory symptoms are severe or • the respiratory symptoms are getting worse (more frequent or severe) or • they also have concerning symptoms (fever, rash, tiredness, pain, poor feeding) <p>A person can often have an ongoing cough after they have recovered from a respiratory infection. If their other symptoms have gone and they are feeling well, they can return to the service</p> <p>Talk to your local public health unit for advice if there are several children and staff with respiratory symptoms at the service. Check if your state or territory has different requirements for respiratory symptoms</p>	Not excluded
Rubella (German measles)	<p>Exclude until the person has fully recovered or for at least 4 days after the rash appears</p>	<p>Not excluded</p> <p>Talk to immunocompromised or pregnant staff about risk and recommend they seek medical advice</p>
<i>Salmonella</i> infection (salmonellosis)	<p>Exclude until there has not been any diarrhoea or vomiting for at least 24 hours</p> <p>Staff members with these symptoms should not handle food until they have not vomited or had diarrhoea for at least 48 hours (they can be assigned to other duties after at least 24 hours, or stay away from the service for at least 48 hours)</p> <p>Talk to your local public health unit for advice if there are several children and staff with diarrhoea or vomiting at the service. Check if your state or territory has different requirements for gastroenteritis</p>	Not excluded

Scabies and other mites causing skin disease	Exclude until the day after starting treatment	Not excluded
<i>Shigella</i> infection (shigellosis)	Exclude until there has not been any diarrhoea or vomiting for at least 24 hours Staff members with these symptoms should not handle food until they have not vomited or had diarrhoea for at least 48 hours (they can be assigned to other duties after at least 24 hours, or stay away from the service for at least 48 hours) Talk to your local public health unit for advice if there are several children and staff with diarrhoea or vomiting at the service. Check if your state or territory has different requirements for gastroenteritis	Not excluded
Shingles (zoster infection)	Exclude children until blisters have dried and crusted Adults who can cover the blisters are not excluded (they are excluded if blisters cannot be covered)	Talk to your public health unit for advice about pregnant women and anyone who is immunocompromised
Staph infection (<i>Staphylococcus aureus</i>)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Streptococcal sore throat	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Thrush (candidiasis)	Not excluded	Not excluded
Toxoplasmosis	Not excluded	Not excluded
Trachoma (<i>Chlamydia trachomatis</i> eye infection)	Exclude until antibiotic treatment has started and Talk to your local public health unit for advice	Talk to your public health unit for advice
Tuberculosis (TB)	Talk to your local public health unit for advice about exclusion	Talk to your public health unit for advice about screening, antibiotics and TB clinics
Typhoid and paratyphoid fever	Exclude until cleared by the local public health unit	Not excluded Talk to your public health unit for advice

Warts	Not excluded	Not excluded
Whooping cough (pertussis)	Exclude until at least 5 days after starting appropriate antibiotic treatment, or for at least 21 days from the onset of coughing if the person does not receive antibiotics	Talk to your public health unit for advice about excluding non-immunised contacts Talk to immunocompromised or pregnant staff about risk and recommend they seek medical advice
Worms	Not excluded	Not excluded

Table 4.1 Recommended minimum exclusion periods based on symptoms

Symptom	Should the child or staff member go home as soon as the symptom appears	Exclusion of person who is sick
Diarrhoea or vomiting	Yes, go home as soon as possible for any diarrhoea or vomiting	<ul style="list-style-type: none"> Exclude until there has not been any diarrhoea or vomiting for at least 24 hours If the diarrhoea or vomiting are confirmed to be due to norovirus, exclude until there has not been any diarrhoea or vomiting for at least 48 hours Staff members with these symptoms should not handle food until they have not vomited or had diarrhoea for at least 48 hours (they can be assigned to other duties after at least 24 hours, or stay away from the service for at least 48 hours) Check if your state or territory has different requirements for gastroenteritis <p>Talk to your local public health unit for advice if there are several children and staff with diarrhoea or vomiting at the service. Check if your state or territory has different requirements for gastroenteritis</p>
Eye discharge (pus or severe wateriness)	Yes, go home as soon as possible	<ul style="list-style-type: none"> Exclude until discharge from the eyes has stopped (unless a doctor has diagnosed a non-infectious cause for the eye discharge)

Fever (temperature more than 38.0 °C)	Yes, go home as soon as possible	<ul style="list-style-type: none"> • Exclude until the temperature remains normal, unless the fever has a known non-infectious cause • If the child has gone home from the service with a fever but their temperature is normal the next morning, they can return to the service • If the child wakes in the morning with a fever, they should stay home until their temperature remains normal • Normal temperature is between 36.5 °C and 38.0 °C • If a doctor later diagnoses the cause of the child's fever, follow the exclusion guidance for that disease
Rash	<p>No, stay at the service unless:</p> <ul style="list-style-type: none"> • it develops rapidly • it is combined with fever or other concerning symptoms 	<ul style="list-style-type: none"> • Rash on its own may not be cause for concern, but rash can often be combined with other symptoms • In cases of rapidly developing rash or when rash is combined with other concerning symptoms, exclude until the concerning symptoms have gone
Respiratory symptoms (cough, runny or blocked nose, sore throat)	<p>Yes, if the symptoms:</p> <ul style="list-style-type: none"> • are severe or • are getting worse (more frequent or more severe) or • are combined with concerning symptoms such as: <ul style="list-style-type: none"> – fever – rash – tiredness – pain – poor feeding 	<p>If a person has respiratory symptoms (cough, sneezing, runny or blocked nose, sore throat), monitor them and exclude them if:</p> <ul style="list-style-type: none"> • they have several respiratory symptoms at the same time or • they have developed new symptoms while at the service or • the respiratory symptoms are severe or • the respiratory symptoms are getting worse (more frequent or severe) or • they also have concerning symptoms (fever, rash, tiredness, pain, poor feeding) <p>A person can often have an ongoing cough after they have recovered from a respiratory infection. If their other symptoms have gone and they are feeling well, they can return to the service</p> <p>Talk to your local public health unit for advice if there are several children and staff with respiratory symptoms at the service. Check if your state or territory has different requirements for respiratory symptoms</p>

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