

Parent Handbook

2023

Evesham Road Pre-School Association Inc.

Reg No. A0016244R ABN. 30 046 931 635

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[www.eveshamroad.kindergarten.vic.gov.au](http://www.eveshamroad.kindergarten.vic.gov.au)

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Contents

[2023 Session Days and Times 4](#_Toc116902721)

[Free Kindergarten 5](#_Toc116902722)

[Our Staff 6](#_Toc116902723)

[Day to Day Procedures 7](#_Toc116902724)

[Stay and Play 11](#_Toc116902725)

[The Educational Program 12](#_Toc116902726)

[Orientation 13](#_Toc116902727)

[Additional Information for 3-Year-old Kinder 13](#_Toc116902728)

[Additional Information for 4-Year-old Kinder 13](#_Toc116902729)

[Illness, Allergies & Medication 14](#_Toc116902730)

[Anaphylaxis Management Policy – 16](#_Toc116902731)

[Code of Conduct 17](#_Toc116902732)

[Parent Involvement 18](#_Toc116902733)

[Policies 19](#_Toc116902734)

Welcome to Evesham Road Kindergarten

***Evesham Road Kindergarten acknowledges the traditional owners of this land, the Boonwurrung People, past, present, and emerging. We acknowledge and respect their contributions, experience, and knowledge as First Nations people and the continuation of cultural, spiritual, and educational practices of Aboriginal and Torres Strait Islander***

Evesham Road Kindergarten was established in 1958. In 2023 the kindergarten has offered 65 years of service, we thank the committee members, teachers and educators who have been part of our kinder community. In 2019 our much-anticipated outdoor project was completed. This has been extremely exciting for our community, as we invest heavily in an outdoor space that reflects current best practice in early childhood education.[[1]](#footnote-2)

This year will bring the 12- and 15-hour session for the 3-year-old students as we move to increase hours in line with government funding.

As parents, you are entrusting your precious children into our care, and we are conscious of the privilege that this is and of the responsibility that this brings. We are committed to the rights of all children to feel safe, and be safe at all times,creating a culturally safe and inclusive environment, which meets the needs of all children, including first nation children, young people, and their families. At kinder we respect each child as a unique individual and celebrate children’s individuality, effort, and achievement, so we make this Child Safety Commitment.

**Child Safety Commitment statement**

At Evesham Road Kindergarten, the Staff, Committee and Parents are committed to the rights of all children to feel safe, and be safe, while in our care. We work hard to meet child safe standards, providing a safe environment for all children including Aboriginal children and their families, which ensures their safety, health, and wellbeing, and to promote

* The cultural safety of Aboriginal children
* The cultural safety of children from culturally and/or linguistically diverse backgrounds, and
* The safety of children with additional needs

We will always act in the best interests of every child and take responsibility for creating safe and inclusive environments for all children and their families, through policies and procedures, education, professional learning, reflective practice, and positive action. The Staff, Committee and parents are committed to best practice, and we have a zero-tolerance approach to child abuse, harm, racism, and discrimination.

We are always working to ensure that we are maintaining the exacting standards expected with new methods, ideas, and training throughout the kindergarten staff. This has enabled an open ended and flexible learning environment. Respect and acceptance to create a safe and nurturing learning environment.

Evesham Road Kinder is incredibly SPECIAL – the grounds, the children, the parents, and the staff make it a wonderful place to be involved.

# 2023 Session Days and Times

Table

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**Term Dates:**

|  |  |  |
| --- | --- | --- |
|  | **Term starts** | **Term ends** |
| **Term 1** | 30th January | 6th April |
| **Term 2** | 24th April | 23rd June |
| **Term 3** | 10th July | 15th September |
| **Term 4** | 2nd October | 19th December |

**Public Holidays:**

|  |  |
| --- | --- |
| Labour Day | Monday, 13th March |
| Open Day | Saturday 1st April |
| Good Friday | Friday 7th April (school holidays) |
| Easter Monday | Monday 10th April (school holidays) |
| Teacher Only Day | Monday 24th April |
| ANZAC Day | Tuesday 25th April |
| King’s Birthday | Monday, 12th June |
| Parent Info Night | Thursday 19th October |
| Friday before AFL Grand Final | 29th September – AFL Schedule |
| Melbourne Cup | Tuesday, 7th November |

\*Please note that the kindergarten is closed on school holidays and Public Holidays.

# Free Kindergarten

1. General information

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

This investment will save families up to $2,500 for each child enrolled in a participating funded kindergarten program.

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

1. What free kindergarten means at our service

Evesham Road Kindergarten has opted into the Free Kindergarten initiative:

* Funded sessional kindergarten for 3-year-old children (up to 15 hours per week) – no parent fee
* Funded sessional kindergarten for 4-year-old children (15-16 hours per week) - no parent fee

1. Other charges

Other charges levied by Evesham Road Kindergarten are included on the Statement of Fees and Charges, which will be provided to families upon enrolment.

These include:

* **Excursion/service event charge (outside of the 15 hours per week program):** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service’s program and the children’s interests. At this time, any additional costs to families are taken into consideration before a decision is made (refer to Excursions and Service Events Policy).

1. Fundraising and voluntary parent payment/donations

While **participation in fundraising/donation is voluntary**, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together.

# Our Staff

Our staff bring a wealth of knowledge and experience in the Early Childhood field. Please visit our website to learn a little about each of our team members, and the experience they bring to Evesham Road.  
  
*Office Staff*  
Director: Terri Phillips Admin/HR: Tamara Sampson

#### 3-Year-Old Kinder Staff

Fern Group

Teacher : Niki Floros Educator: Clouie Degamo

Bottlebrush Group

Teacher: Doris Ling Educator: Bec Williams

#### 4-Year-Old Kinder Staff

Banksia Group

Teacher: Angela Berry Educator: Maggie Mamos

Waratah Group

Teacher: Flora Fenyan Wang Educator: Diana Wilson/Bec Williams

Wattle Group

Teacher: Anthia Demirci Educator: Karen Lock

#### Staff Contact Details

If you need to speak to your child’s teacher, you are most welcome to do so, preferably after a session if possible. You can phone the kinder (**9583 6158**) to organise an appointment if necessary.

You can also contact your child’s teacher by email:

|  |  |
| --- | --- |
| General Enquiries | evesham.rd.kin@kindergarten.vic.gov.au |
| Terri | director@eveshamroadkinder.com.au |
| Niki | Niki@eveshamroadkinder.com.au |
| Doris | doris@eveshamroadkinder.com.au |
| Angela | [angela@eveshamroadkinder.com.au](mailto:angela@eveshamroadkinder.com.au) |
| Flora | flora@eveshamroadkinder.com.au |
| Anthia | anthia@eveshamroadkinder.com.au |

Teaching staff generally check their kinder e-mail accounts every 2 to 3 days, so if your enquiry is urgent, please phone us 9583 6158 or send an e-mail to [evesham.rd.kin@kindergarten.vic.gov.au](mailto:evesham.rd.kin@kindergarten.vic.gov.au)

#### Communication Methods

* Informal as a quick chat in the front yard or classroom unplanned and in general terms
* Formal can be held between Staff and Parents to discuss the child’s progress as part of the general classroom sessions. These are formal as per the Parent Teacher interviews held across the kindergarten.
* Specially planned meeting between Parent and Staff member as concern about a behaviour or occurrence at the kindergarten has been raised that needs to be discussed at length and is about a particular event.
* Post-Meeting Communication in the form of an email or letter about a plan or action that needs to take place, which was agreed to or information that needs to be shared.
* General communication about classroom activities usually in the child’s pocket at kindergarten or by electronic means
* Emails directed to or from the Evesham Road Executive Committee or General Committee through the Secretary or Administration Officer

#### .

#### **Dispute Resolution**

Disputes that arise regarding the health and welfare of the child shall be taken with high importance. Concerns must always be raised in a courteous manner and with respect for the other party. This can be through a phone call, text, face to face or email to either discuss or to arrange a meeting.

You can arrange for a discussion at any convenient time where all parties can have their opinions listened to and respected. Remember we are all here for the benefit of the child. These meetings can be held with all parties being represented if required. Any bullying or harassment at these discussions by any person will not be tolerated as it is a breach of the Evesham’s Road Code of Conduct.

If a satisfactory resolution is not made, they will advise the Director or, if not available, an Evesham Road Kindergarten Executive Management Committee representative.

The Executive Committee’s decision will be accepted, and changes implemented if required. This however does not limit the right to appeal/review process.

#### Staff Training

As well as their Early Childhood qualifications, our staff regularly complete training on the following:[[2]](#footnote-3)

* First Aid
* CPR
* Allergies & Anaphylaxis
* Emergency Asthma Management
* Child Protection
* Other relevant professional development (e.g., Behaviour management, music and movement, respectful relationships, transition to school, additional needs and much more…)

# Day to Day Procedures

#### Entrance

The entrance to our kindergarten is via Evesham Road only. For the safety of children, please ensure you shut the gate when coming in and going out. If the front door is locked, please ring the bell.

The gate on Devon Street is an emergency exit only. There is no access permitted through the Staff Park.

#### Dogs

We appreciate your co-operation in keeping dogs out of the kindergarten. If you have your dog with you, please tie them securely to the kinder fence, away from the path, before coming inside.

#### Car Parking & Road Safety

Parking areas are clearly marked along Evesham Road, Ward Street and Follett Road, so please ensure that you are respectful to our neighbours, and that you park within the lines. A children’s crossing is provided on Evesham Road.

Remember to reinforce the road safety rules with your children and use the children’s crossing. Remind them to *“Stop, Look, Listen and Think”* and always hold hands to cross the road.

It is a legal requirement that children under the age of 4 must travel in a rearward facing OR forward-facing child restraint. Children over the age of 4-7 must travel in a forward-facing child restraint or booster seat. Families are welcome to leave their child’s car seat in the foyer if they are being picked up by someone else and need to share the car seat.

Children who ride bikes or scooters to kinder must wear a correctly fitted Australian Standard helmet. Scooters and bikes can be left at the front of kindergarten in the bike rack.

Visit [www.roadsafetyeducation.vic.gov.au](http://www.roadsafetyeducation.vic.gov.au) for more information.

#### First Days

Plan your morning so you don’t have to rush to kinder. Be prepared your child may be hesitant and reluctant for you to leave their side; it is a big step for a child to leave you and stay in a new place.

**Never slip away** while they are engrossed in something – **always say goodbye to your child and tell them that you will return later to collect them.** Once you have said goodbye to your child, it is important that you go. It can be confusing for the children when they are not sure if their parent is leaving or not.

If you are unsure, have a chat to your child’s teacher and develop a plan together to enable a smooth drop-off by end of term one.

#### Arrival and Departure

If you arrive early for your session, we ask that you please wait in the front garden until the start of the session.

Please remember to sign your child in on the iPad daily on arrival, documenting who will collect your child and sign out when the child leaves the kindergarten. [[3]](#footnote-4) This is an important safety requirement in the case of any emergency evacuation.

Please try to drop off and pick up your child on time is enables a uninterrupted start to the session. **If you are running late, you can phone the kinder and let us know.**

It is a requirement that any person collecting a child from kindergarten is authorised to do so on the enrolment form.[[4]](#footnote-5) There is lots of room on your enrolment form to give permission for other people to collect your child, and you can always add to this list throughout the year. Please speak to your teacher or our office staff if you need to add someone to your list. Please ensure you let us know on the day if someone different will be picking your child up. You can call the kinder during the session for last minute changes.

We have an open-door policy, and always. welcome parents at kinder. However, for safety reasons, we ask that at the end of the session, parents please wait in the front yard until kinder is finished. This allows staff to ensure all children are waiting on the mat ready to be collected.

Of course, if you need to pick your child up early – you are most welcome to come in!

#### What to wear

Please dress your child in clothes that are comfortable, not restrictive when climbing and can get dirty. We provide several messy activities and **children participate more freely when dressed in casual clothes** and not worried aboutkeeping clean. This includes playing with water so please have a change of clothes. We ask that in the warmer months, children wear clothing that covers their shoulders for sun protection.

We ask that children **do not wear thongs or crocs** as they are dangerous when climbing.

Coats and beanies are essential during winter months, as we hope to provide children with some time outdoors each day.

Please label your child’s clothing so it can be returned to you if lost.

Optional kinder uniforms (polo shirts, hoodies, and windcheaters) are available to purchase through EduThreads. <https://eduthreads.com.au/collections/evesham-road-kindergarten>

You can place an order online at any time and have items delivered to your door, for a fee. Alternatively, you can place an order and wait for the next scheduled free delivery to the kindergarten. Second-hand uniforms are also available.

#### Kinder Bag

#### **All children need to bring a bag/backpack to kinder each day.**

Please ensure your child’s bag, drink bottle, lunch/snack box and all their belongings are labelled with their name. A change of clothes is always handy.

We recommend that you label the kinder bag on the inside so as not to advertise your child’s name when they are wearing it out in the community.

#### Food and Drink

We promote healthy eating habits at kinder, and often talk with the children about “Everyday foods” and “Sometimes foods.” Sometimes foods (such as deep-fried food, sugary treats, foods high in salt) are best kept at home for special occasions.

Please pack a drink bottle with **water only.** Please do not send juice, cordial, or milk.

Children will have snacks and lunch during their session. Please ensure you have packed enough healthy food for your child.

***If you are packing grapes, please cut them in half (lengthways!) as full grapes can be a choking hazard.***

Visit these websites for some healthy lunchbox ideas!

<https://www.betterhealth.vic.gov.au/health/healthyliving/lunch-box-tips>

<https://www.healthylunchboxweek.org/>

**Note: We do ask that you please DO NOT pack foods containing egg or nuts.**

Children are taught at kinder not to share food from their snack/lunch boxes, because of the danger of severe allergic reaction for some children. We ask that you do not bring egg or nuts to kinder. If there are any other allergies in your child’s group, the teaching staff may request you avoid bringing these foods also.

**If you are bringing food to kinder for siblings or yourself, please ensure that it meets the guidelines above.**

#### Sun Protection

SunSmart sun protection times (updated daily) can be found on the kinder website ([www.eveshamroad.kindergarten.vic.gov.au](http://www.eveshamroad.kindergarten.vic.gov.au)). These sun protection times cover the period when the sun’s UV levels are expected to reach three or higher. A combination of sun protection measures are to be used for all outdoor activities during these times.



The kinder will provide your child with a blue legionnaire hat with the kinder logo on it. Please always keep the kinder hat in their bag.

Sun cream will be applied throughout the day at kinder.

We require all families to supply a roll-on sun cream (labelled underneath with your child’s name), which will be left at kinder. Children will be encouraged to re-apply their own sun cream throughout the day. Staff will assist where necessary.

We recommend clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection from the sun.

#### Emails, Notice Boards & “Pockets”

Evesham Road kinder currently uses email to communicate important messages to families. Please ensure we have your up-to-date email address on file and nominate if additional people are to receive correspondence.

The notice boards in the foyer display lot of valuable information.

The large noticeboard on your right as you enter kinder is used for official and regulatory information[[5]](#footnote-6), including signs advising if children with anaphylaxis, epilepsy and other notifiable conditions attend our centre. In the event of any infectious diseases (e.g., Head lice, conjunctivitis) a notice will be on display.

Another noticeboard on the left-hand side contains the kinder’s philosophy, and shared learning intentions and goals.

A pocket with your child’s name is provided for all groups – please ensure that you check this **before and after every session**. The pockets are used for any paper forms that we need you to complete – e.g., excursion notices and forms, order forms for fundraising items, as well as artwork created by your child.

We would appreciate it if Birthday Party invitations were placed in pockets rather than handed to individual children to avoid disappointment for those not invited.

#### Parent Library

The Parent Library is situated in the kindergarten office, and we have a list of available books displayed in the foyer. Please ask staff if you are interested in borrowing any of the books, as they are provided for your interest and enjoyment.

#### Tissues

We all know that small children require a constant supply of tissues. We would appreciate it if each family could provide a box of tissues at the start of the year.

### Stay and Play

Parent involvement during kinder sessions is always appreciated and encouraged. Each group will have a list of all kinder dates on display near the sign in book. Please print your name next to any session where you plan to “Stay and Play.”

**Please be aware a Working with children’s check is required**. https://www.workingwithchildren.vic.gov.au/

We hope you enjoy the experiences we have available for the children. You can also assist children with reading stories, printing names on artwork, hanging paintings to dry etc. Please also make yourself aware of any action plans for the children by checking the noticeboard inside the room.

Sometimes the staff may have a particular task for you to assist with during the session. Other days, the extra pair of hands in the room can allow the staff to work on a focussed task with a small group of children.

If you are staying during a session, please sign in the visitor book, and sign out when you leave. It is a requirement that we keep track of who is visiting the centre, in case of an emergency.

#### Siblings

Younger siblings are most welcome at kinder, however we ask that **parents accept responsibility** for their supervision, as the teaching staff are busy with the kinder children.

Please make sure at drop off and pick up times, older children play safely and appropriately with the equipment. Please ensure they do not move the equipment.

#### Children’s Birthdays

Birthdays are a special time at kinder. We make the day extra special by singing happy birthday, blowing out candles on our pretend cake, and having a birthday photo taken. As we do not allow sharing of food, please do not bring food items to share. The birthday child will be celebrated in a way that is special for their group.

You may wish to stay and play on your child’s birthday so that you can join in the celebrations. Please discuss with your child’s teacher in the week leading up to the birthday.

#### Emergency Situations

In the unlikely event of an emergency, it is important that proper procedures are followed.[[6]](#footnote-7)

In an emergency, the person in charge will blow a whistle to indicate there is an emergency. The person in charge will be wearing an orange hat and vest. **Parents** **must follow the instructions of the person in charge.**

The children will be evacuated to either the **front or rear gate** depending on which is the safest. If it is not safe to remain on site, our emergency meeting places are:

1. Cnr Follett Rd & Ward Street
2. Follett Rd Park
3. If it is not safe to evacuate the building, the children will be sheltered in the safest part of the building.

Emergency evacuations are practised with the children once a term to ensure that the children know what to do in the event of a fire or other emergency.

# The Educational Program

The teaching staff are guided by the Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF) as they develop the educational program for the group. The vision in both frameworks is for all children to experience play based learning that is engaging and builds success for life.

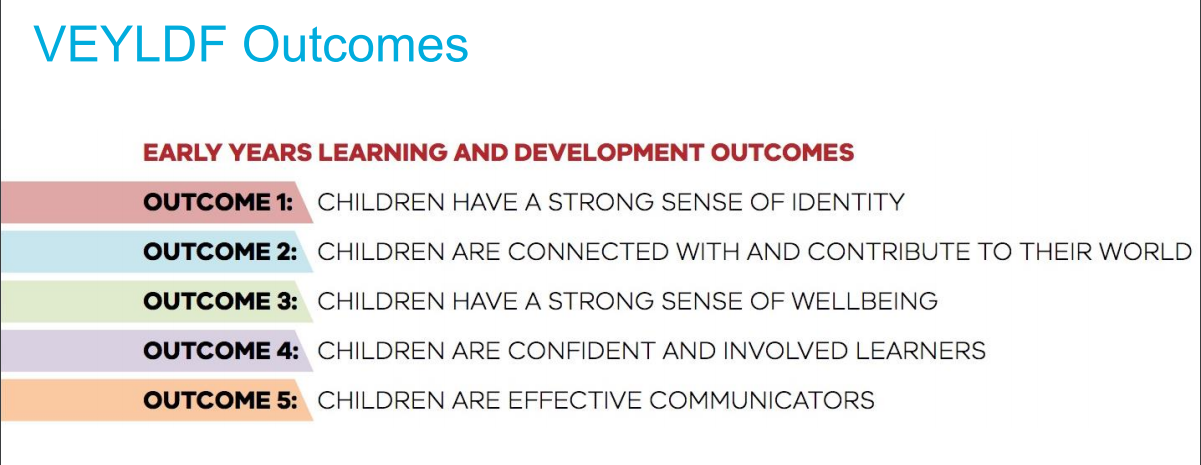
Our teachers develop programs that are play based, and responsive to:

* the children’s interests, strengths and needs, as observed in their play
* child initiated and adult initiated activities
* intentional teaching experiences, that stem from what we know about child development and learning
* spontaneous learning experiences
* family and cultural histories

The children are encouraged to:

* actively explore the kinder environment
* become involved in a wide range of learning experiences
* freely express their own individual ideas, thoughts, and experiences
* play creatively
* make choices
* engage in social play with their friends
* work cooperatively with others

Observations are made of the children as they play, in both the 3- and 4-year-old kinder programs. These observations are documented in an individual portfolio, which reflects your child’s year at kinder and highlights their learning and development.



We aim to deliver kindergarten programs that address all areas of development for each child.

For more information about the children’s program and learning outcomes, please have a chat with your kindergarten teacher.

#### Student teachers and other visitors

Each year, we welcome student teachers from our local universities, to join us at Evesham Road and complete their practical experience. Student teachers are a valuable part of the program, as they share their ideas, develop their skills, and learn from our staff.

We also host year 10 work experience students, who may be interested in a career in early childhood education.

From time to time, we also have visiting Speech therapists, Occupational therapists or other professionals who provide support and advice for our staff team. All visiting professionals require consent from parents if they are to be working with an individual child. Your teacher will discuss this with you if this is the case.

If you have any questions or concerns about visitors to the kinder, please have a chat to your child’s teacher.

### Orientation

In the first few weeks of kinder the children will be completing orientation. This will be a chance to explore the kindergarten with your child in a short session. Dates and times will be given via email and on our website.

### Additional Information for 3-Year-old Kinder

We ask as children may not be toilet trained that all children bring a change of clothes and a supply of nappies, wipes, and bags for disposal of nappies/pullups.

### Additional Information for 4-Year-old Kinder

#### Children’s Library

In term 2 the children’s borrowing library will commence. Once a week your child will be able to borrow a library book, take it home to share with their family and return and exchange it the following week. As books are very costly to replace, we ask that parents take every precaution to ensure that our books are well cared for at home and are returned undamaged.

#### Excursions

Our 4-year-old attend a variety of excursions and incursions. In the past we have explored the children’s garden at the Royal Botanic gardens, enjoyed music and movement with The Lightning Creek Band, gone swimming at Toby Haenen, participated in Playball and watched The Flying Bookworm Company perform some of our favourite stories. Excursions and special activities are assessed from year to year based on the interests of each group.

#### Transition Statements

During your child’s final term at kinder, the kindergarten teacher will prepare a transition statement which is shared with your child’s school. Families also have a section to complete.

The aim of the transition statement is to provide the school with some background information about your child, their interests, and any information that may assist with their smooth transition to school.

# Illness, Allergies & Medication

During the year it is quite possible that your child may become ill. Please phone us and let us know if your child has been diagnosed with an infectious disease, any illness which may be infectious

If your child has:

* a runny nose
* had a fever or bad cough
* been vomiting, or had diarrhoea
* covid

**Please do not send them too kinder. If your child is unwell at kinder, we will contact the designated person to collect your child.**

**Children may return to kinder when at least 24 hours has passed since their last loose bowel motion or vomiting. This may be raised to 48 or 72 hours in the event of an outbreak.**

#### Immunisation

As per the “no jab no play” policy, it is a requirement that each child’s Immunisation History Statement (IHS) is kept on file at kinder.[[7]](#footnote-8)

The IHS must show that your child is up to date with their immunisations.

Please provide a new IHS when your child has received their 4-year-old immunisation.

#### Medication

If yourchild requires medication, please speak to the staff, and fill out the medication record. Children prescribed an Epi-Pen® will not be permitted to attend unless the Epi-Pen is at the kinder with them.

**If your child has allergies, asthma, epilepsy, eczema, diabetes, or other illness where treatment may be required at kinder you must also complete an action plan that details symptoms, treatment, and emergency contacts.**

Please ensure the Action Plan is current, printed in colour, and includes a recent photo of your child. Ensure any changes are communicated, and a new plan drawn up.

Staff will only administer medication in accordance with a signed action plan from your doctor and your written permission.[[8]](#footnote-9)

**Please do not leave any medication in your child’s kinder bag.**

|  |  |  |
| --- | --- | --- |
| **Disease or Condition** | **Exclusion of cases** | **Exclusion of contacts** |
| Chicken Pox | 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 | Until discharge from eye has ceased | Not excluded |
| COVID | As per current government advice. https://www.coronavirus.vic.gov.au/ | As per current government advice. https://www.coronavirus.vic.gov.au/ |
| Diarrhoeal illness | Until there has not been vomiting or a loose bowel motion for 24 hours. | Not excluded |
| Hand, Foot, and Mouth | Until all blisters have dried | Not excluded |
| Herpes (cold sores) | Young children unable to comply with good hygiene practices should be excluded while the lesion is still weeping. Lesions to be covered by dressing where possible. | Not excluded |
| Impetigo (school sores) | 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 |
| Measles | 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. |
| Mumps | For 9 days or until swelling goes down (whichever is sooner) | Not excluded |
| Pediculosis (head lice), Ringworm,  Scabies | Re-admit the day after appropriate treatment has begun | 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. |
| Rubella (German measles) | Until fully recovered or at least 4 days after onset of rash | Not excluded |
| Streptococcal infection (including  Scarlet Fever) | Until the child has received antibiotic treatment for at least 24 hours and the child feels well | Not excluded |

The above is an abbreviated list based on Health (Infectious Diseases) Regulations 2021

# Anaphylaxis Management Policy –

Evesham Road Kindergartenbelieves that the safety and wellbeing of children who are at risk of anaphylaxis is a whole-of-community responsibility, and is committed to:

* providing a safe and healthy environment in which children at risk of anaphylaxis can participate fully in all aspects of the program
* raising awareness of families, staff, children, and others attending the service about allergies and anaphylaxis
* actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, and in developing risk minimisation and risk management strategies for their child
* ensuring all staff members and other adults at the service have adequate knowledge of allergies, anaphylaxis, and emergency procedures
* facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis.

The most common causes of allergy in young children are eggs, peanuts, tree nuts, cow’s milk, bee and other insect stings, and some medications.

The most severe form of allergic reaction is Anaphylaxis. This is a life-threatening reaction which can develop within minutes of exposure to the allergen.

However, with planning and training a reaction can be treated effectively by using an auto adrenaline injector device (EpiPen®).

Signs and symptoms include:

|  |  |
| --- | --- |
| * Hives or welts | * A tingling feeling in or around the mouth |
| * Facial swelling | * Abdominal pain, vomiting or/and diarrhoea |
| * cough or wheeze | * difficulty in swallowing or breathing |
| * loss of consciousness or collapse | * breathing stops |

Each child diagnosed at risk of Anaphylaxis will have an Anaphylaxis Action Plan completed by a doctor. If a reaction is suspected, an ambulance will be called, and the Anaphylaxis Medical Management Action Plan followed. If a child who has not been diagnosed as allergic appears to be having an anaphylactic reaction, an ambulance will be called, and first aid will commence.

Staff have undertaken approved Anaphylaxis Management Training in the recognition of the signs and symptoms of an allergic reaction and administration of the EpiPen and have completed an accredited First Aid course. Staff undertake annual training in CPR (Cardiopulmonary Resuscitation) and participate in practise scenarios of the Anaphylaxis Medical Management Action Plan and practise with an EpiPen trainer.

In any centre that is open to the general community it is not possible to achieve a completely allergen free environment. As a community we need to employ a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the centre. We ask that the kinder community be diligent in supporting the risk minimisation strategies.

* **Washing hands and faces**: if your child (including siblings) has had a peanut butter or Nutella sandwich before coming to kinder please wash all traces of food from hands, face, and clothes. Children will wash hands when they arrive at kinder (as stated in our Hygiene Policy), and before eating. Staff and parents will also wash hands before any food handling or preparation.
* **Events**: when cooking at kinder, and for parties and other events involving food, staff will consult with parents of children with allergies to ensure that all products are safe for their children.
* **Recycle Station**: please do not send egg cartons or any boxes that may have contained nut products.
* **Identification of children diagnosed at risk of Anaphylaxis**: a photo with the child’s name, group, and Anaphylaxis Action Plan, along with the EpiPen will be in the child’s kinder room. Please familiarise yourself with this information when you are on duty.
* **EpiPen**: each child who has been prescribed an EpiPen can only attend kinder when their EpiPen is at the centre. On excursions the EpiPen goes with the teacher in charge.

In the event of an allergen being brought to kinder we will:

* wash the child’s hands and face
* thoroughly clean the child’s table and chair
* inform the parent of the child at risk
* inform the parents of the child who brought the products.

We thank you for your co-operation as we work together to put these strategies in place to promote the safety and well-being of all our kinder children.

# Code of Conduct

At Evesham Road we endeavour to provide a safe and welcoming environment. We believe that families and volunteers play an important part in the kindergarten so must abide by a code of conduct to ensure the safety and wellbeing of all stakeholders.

All parents must behave in a respectful and civil manner towards all Staff, other parents, and children. Your behaviour plays a vital role in how your children will treat others

|  |  |  |
| --- | --- | --- |
| Areas | What is expected | How it is demonstrated |
| Communication | * be polite to others * function as a positive role model * recognise and respect personal differences * use proper processes to express concern | * using polite spoken and written language * always speaking and behaving respectfully. * Acknowledge and respect cultural difference. * calling out bullying or inappropriate behaviour or language * respecting staff/committee time by accepting they will respond for responding to appropriate communication when they are able * requesting a meeting to discuss concerns and allowing staff/committee time to prepare |
| Behavioural | * act in an appropriate manner around children | * physical contact with children other than your own should be avoided, unless safety of child is compromised, staff should be advised immediately * seek child’s approval prior to manual handling – “do you need help with your jumper?” * any personal nature activities must have a staff member’s permission and dignity and respect to the child is sustained. * Avoid unsupervised situations. |
| Collaboration | * parents ensure their child attends kindergarten ready to learn * support the philosophy of the kindergarten. | * Parents ensure their child attends with food and clothing as suggested in this handbook * Parents ensure their child arrives and leaves on time * When on duty parents abide by the requirements as directed |
| Culture | * recognize all students are important * work together with staff to resolve issues or concerns * respect people’s privacy | * speak positively about the kindergarten and its staff * not make negative comments in person or online * understand compromises may be necessary |

# Parent Involvement

There are many ways for parents to be involved in the kindergarten. As well as joining with the children and staff during kinder sessions, you may wish to contribute by joining our Committee of Management, help at our Working Bees and support our Fundraising activities. Many hands make light work, and we appreciate every contribution!

#### Committee of Management

The general running of the kindergarten is the responsibility of the Committee of Management. The Committee meets once per month. Members of the committee are elected annually at the Annual General Meeting. If you are interested in a position, please speak to a staff member or committee member at least 1 week before the AGM. It is well worthwhile becoming part of the team that makes the decisions about our Kindergarten - this is a fantastic way to contribute. Position descriptions are available on the website.

Contact details for the Committee Members (and supporting roles) are as follows: -

|  |  |
| --- | --- |
| **Role** | **E-mail Address** |
| President | president@eveshamroadkinder.com.au |
| Vice-President | vicepresident@eveshamroadkinder.com.au |
| Treasurer | treasurer@eveshamroadkinder.com.au |
| Secretary | secretary@eveshamroadkinder.com.au |
| Assistant Treasurer | accounts@eveshamroadkinder.com.au |
| Enrolment Officer | enrolments@eveshamroadkinder.com.au |
| Maintenance / Working bee Officer | maintenance@eveshamroadkinder.com.au |
| Fundraising Officer | fundraising@eveshamroadkinder.com.au |
| Bunnings Coordinator | bunnings@eveshamroadkinder.com.au |
| Grants Officer | grants@eveshamroadkinder.com.au |
| Social Coordinator | social@eveshamroadkinder.com.au |
| Uniform Officer | uniforms@eveshamroadkinder.com.au |
| IT | itofficer@eveshamroadkinder.com.au |
| Web Officer | webofficer@eveshamroadkinder.com.au |
| OHS Officer | ohs@eveshamroadkinder.com.au |
| Assessment Officer | assessments@eveshamroadkinder.com.au |
| Policy Officer | policies@eveshamroadkinder.com.au |

#### Social Committee

The kindergarten has a social co-ordinator, but we also have a volunteer from each group that runs and watches a social WhatsApp for each group which has information of events that are for that group.

#### Fundraising

Evesham Road Kinder also has a fundraising subcommittee to assist with running events.

We understand that raising children can be a busy and expensive time, and that families may also have other fundraising activities through school and extra-curricular activities.

We don’t expect you to participate in every fundraising activity, but any contribution towards fundraising for the kinder is greatly appreciated!

#### Payments

The preferred method of payment at kinder is via internet banking transfer.

Account Name: Evesham Road Preschool Association

BSB No: 063 119

Account No: 0090 2099

Please include the group and name in the description, so that we know who the payment is from,

e.g., Greensmith John

If you are bringing any cash to kinder, (e.g., fundraising) please seal in an envelope labelled with your child’s name, their kinder group and what the money is for.

Cash payments are then dropped into the mailbox **in the foyer (in the wall on your right as you walk in) – not in the mailbox by** **the gate.**

**Please do not hand money to the teachers, as they are busy with the kinder program**.

#### Working Bees

Working Bees are generally held once per term alternating between Saturdays and Sundays. The kinder really receives help from these days, as our community of parents help with gardening, cleaning, maintenance etc.

# Policies

To ensure that we meet the Regulations[[9]](#footnote-10), run an efficient centre and supply a safe environment, the kindergarten has a number of policies and procedures.

Policy documents are available for inspection at the kindergarten, or on our website. [www.eveshamroad.kindergarten.vic.gov.au](http://www.eveshamroad.kindergarten.vic.gov.au)

If you have any questions about information contained in this handbook, please contact the kinder on 9583 6158 or [evesham.rd.kin@kindergarten.vic.gov.au](mailto:evesham.rd.kin@kindergarten.vic.gov.au)

1. Education and Care Services National Regulations – Regulation 113 [↑](#footnote-ref-2)
2. Education and Care Services National Regulations – Regulation 136 lo [↑](#footnote-ref-3)
3. Education and Care Services National Regulations – Regulation 158 [↑](#footnote-ref-4)
4. Education and Care Services National Regulations – Regulation 160(3)(iii) [↑](#footnote-ref-5)
5. Education and Care Services National Regulations – Regulation 173 [↑](#footnote-ref-6)
6. Education and Care Services National Regulations – Regulation 97 [↑](#footnote-ref-7)
7. Education and Care Services National Regulations – Regulation 162 (f) [↑](#footnote-ref-8)
8. Education and Care Services National Regulations – Regulation 92 - 95 [↑](#footnote-ref-9)
9. Education and Care Services National Regulations – Regulation 168 [↑](#footnote-ref-10)