

Table of contents

- Home
- What we offer
- Enrolment and fees
- Reports and plans
- Parenting support
- Policies and guidelines
 - kangaroo_island_cs_kingscote_attendance_register_1
 - kangaroo_island_cs_kingscote_celebrations
 - kangaroo_island_cs_kingscote_drop-off_and_pick-up
 - kangaroo_island_cs_kingscote_excursions
 - kangaroo_island_cs_kingscote_governing_council
 - kangaroo_island_cs_kingscote_health_and_medication
 - kangaroo_island_cs_kingscote_late_fee
 - kangaroo_island_cs_kingscote_centre_based_care_enrolment_0
 - kangaroo_island_cs_kingscote_nappies
 - kangaroo_island_cs_kingscote_oshc_enrolment
 - kangaroo_island_cs_kingscote_priority_of_access
 - kangaroo_island_cs_kingscote_philosophy
 - kangaroo_island_cs_kingscote_fees_schedule
 - kangaroo_island_cs_kingscote_food_and_nutrition
 - kangaroo_island_cs_kingscote_illness_and_injury
 - kangaroo_island_cs_kingscote_skin_protection_0
 - kangaroo_island_cs_kingscote_sustainability
 - kangaroo_island_cs_kingscote_water_safety

Home



Find out more about our goals and our focus in our philosophy statement (PDF 449KB).
(https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_philosophy.pdf)

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. See volunteering in schools, preschool and children's centres
(<https://www.education.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets monthly to make sure the service runs smoothly. Read through what a governing council does
(<https://www.education.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>) and speak to us to register your interest.

Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

Contact us

Preschool director: Mrs Hayley Perry

Phone: (08) 8553 2436

Fax: (08) 8553 2483

Email: kics.info3@schools.sa.edu.au

Street address: 50 Buller Street Kingscote SA 5223

Postal address: 50 Buller Street Kingscote SA 5223

What we offer

Kangaroo Island Children's Services operates across 3 sites. Our main Kingscote site is an integrated service for preschool and centre based care. We provide out of school hours care (OSHC) at the Kangaroo Island Community Education Kingscote campus (<http://kice.sa.edu.au/about-kingscote-campus>). Our Penneshaw centre based care shares its site with Penneshaw Kindergarten (<https://www.preschools.sa.gov.au/penneshaw-kindergarten>).

Preschool program

Times

Your child can attend preschool for up to 15 hours per week. We offer half day or full day sessions. Our full day sessions include lunch time care.

Morning

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|-------------------|-------------------|-------------------|--------|
| 8.45am to 11.45am | 8.45am to 11.45am | 8.45am to 11.45am | 8.45am to 11.45am | – |

Afternoon

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|-------------------|-------------------|-------------------|--------|
| 12.15pm to 3.15pm | 12.15pm to 3.15pm | 12.15pm to 3.15pm | 12.15pm to 3.15pm | – |

Full day

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|------------------|------------------|------------------|--------|
| 8.45am to 3.15pm | 8.45am to 3.15pm | 8.45am to 3.15pm | 8.45am to 3.15pm | – |

Fees

The preschool parent contribution is \$2.55 for a half day or \$7.65 for a full day (including lunch time care of \$2.55). There is an arts levy of \$4.10 each term.

(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>)

See our full fee schedule (PDF 148KB)

(

[https](https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_fees_schedule.pdf)

[://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_fees_schedule.pdf](https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_fees_schedule.pdf)) and enrolment and fees page

(<https://www.preschools.sa.gov.au/kangaroo-island-cs-kingscote/getting-started/enrolment-and-fees>) for more information.

What to bring

Your child needs to bring these items each day:

- bag
- change of clothes
- nappies (if required)
- drink bottle containing water
- piece of fruit for morning and afternoon snacks
- packed lunch.

Please write your child's name on all their belongings.

We supply your child with a sun-safe hat that stays on site.

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks).

Additional information

Our preschool and centre based care children share spaces throughout the day. We eat, play and enjoy fun activities together.

We don't supply nappies or plastic bags (PDF 150KB) (https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_nappies.pdf). You'll need to provide disposable or cloth nappies (with liners and pilchers) and plastic bags from home. Cloth nappies will be rinsed and returned. We have disposable nappies for emergencies at \$1 each.

Please read our drop-off and pick-up procedure (PDF 145KB) (https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_drop-off_and_pick-up.pdf).

Centre based care program

Children from 6 months to 6 years can attend centre based care at both Kingscote and Penneshaw Kindergarten (<https://www.preschools.sa.gov.au/penneshaw-kindergarten>) sites. Your child will enjoy a safe and welcoming environment before they start primary school.

Times

Monday to Friday, all year. We are closed on public holidays and during the Christmas to New Year week.

Morning

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|------------------|------------------|------------------|------------------|
| 8.00am to 1.00pm | 8.00am to 1.00pm | 8.00am to 1.00pm | 8.00am to 1.00pm | 8.00am to 1.00pm |

Afternoon

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|------------------|------------------|------------------|------------------|
| 1.00pm to 6.00pm | 1.00pm to 6.00pm | 1.00pm to 6.00pm | 1.00pm to 6.00pm | 1.00pm to 6.00pm |

Full day

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|------------------|------------------|------------------|------------------|
| 8.00am to 6.00pm | 8.00am to 6.00pm | 8.00am to 6.00pm | 8.00am to 6.00pm | 8.00am to 6.00pm |

Cost

Centre based care is \$53.25 for a half day or \$96.45 for a full day. See our full fee schedule (PDF 148KB) (https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_fees_schedule.pdf) and enrolment and fees page (<https://www.preschools.sa.gov.au/kangaroo-island-cs-kingscote/getting-started/enrolment-and-fees>) for more information.

What to bring

Your child needs to bring these items each day:

- bag
- change of clothes
- nappies (if required)
- drink bottle containing water
- piece of fruit for morning and afternoon snacks
- packed lunch
- bedding (if sleeping at care).

Please write your child's name on all their belongings.

We supply your child with a sun-safe hat that stays on site.

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks).

Additional information

Our preschool and centre based care children share spaces throughout the day. We eat, play and enjoy fun activities together.

We don't supply nappies or plastic bags (PDF 150KB)
(https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_nappies.pdf). You'll need to provide disposable or cloth nappies (with liners and pilchers) and plastic bags from home. Cloth nappies will be rinsed and returned. We have disposable nappies for emergencies at \$1 each.

Please read our drop-off and pick-up procedure (PDF 145KB)
(https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_drop-off_and_pick-up.pdf).

Out of school hours care (OSHC)

School age children 5 to 12 years can attend Kingscote OSHC services at the Kangaroo Island Community Education Kingscote campus (<http://kice.sa.edu.au/about-kingscote-campus>). Your child can enjoy fun and activities in a safe and familiar environment.

Times

Monday to Friday, during school terms
(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>). We are closed on public holidays and during the Christmas to New Year week.

After school

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|------------------|------------------|------------------|------------------|
| 3.15pm to 6.15pm | 3.15pm to 6.15pm | 3.15pm to 6.15pm | 3.15pm to 6.15pm | 3.15pm to 6.15pm |

Cost

See our full fee schedule (PDF 148KB)

(
https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_fees_schedule.pdf) and enrolment and fees page (<https://www.preschools.sa.gov.au/kangaroo-island-cs-kingscote/getting-started/enrolment-and-fees>) for more information.

What to bring

Your child needs to bring these items each day:

- bag
- drink bottle containing water.

Please write your child's name on all their belongings.

We supply your child with a sun-safe hat that stays on site. We provide an after school care snack.

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks).

Vacation care

School age children 5 to 12 years can attend vacation care at our Kingscote OSHC site for a half or full day during the school holidays.

Times

Monday to Friday, during school holidays. We are closed on public holidays and during the Christmas to New Year week.

Morning

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|-----------------|------------------|------------------|------------------|
| 8.00am to 1.00pm | 8.00m to 1.00pm | 8.00am to 1.00pm | 8.00am to 1.00pm | 8.00am to 1.00pm |

Afternoon

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|------------------|------------------|------------------|------------------|
| 1.00pm to 6.00pm | 1.00pm to 6.00pm | 1.00pm to 6.00pm | 1.00pm to 6.00pm | 1.00pm to 6.00pm |

Full day

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|------------------|------------------|------------------|------------------|
| 8.00am to 6.00pm | 8.00am to 6.00pm | 8.00am to 6.00pm | 8.00am to 6.00pm | 8.00am to 6.00pm |

Cost

See our full fee schedule (PDF 148KB)

(
https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_fees_schedule.pdf) and enrolment and fees page (<https://www.preschools.sa.gov.au/kangaroo-island-cs-kingscote/getting-started/enrolment-and-fees>) for more information.

What to bring

Your child needs to bring these items each day:

- bag
- change of clothes
- drink bottle containing water
- healthy snack (piece of fruit)
- packed lunch.

Please write your child's name on all their belongings.

We supply your child with a sun-safe hat that stays on site.

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks).

Parenting KI

We manage Parenting KI (<https://parentingki.sa.edu.au/>), a dedicated service for the wellbeing and support of children and families across our Kangaroo Island community. Join our supported playgroups (<https://parentingki.sa.edu.au/supported-playgroups/>) where you and your child can meet other parents or caregivers while you enjoy fun activities.

Disability support

There is support available for children with disability (<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

Enrolment and fees

When your child can start preschool

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

Childcare enrolment

We use a program called KidsXap to enrol children in childcare. You can email or call us on 8553 2436 to ask for a link to enrol. If you are on the island, feel free to drop into our Kingscote office to talk to one of our friendly staff.

Before the first booking for your child, you'll have an orientation meeting with us. This will help our educators get to know your child more and for you to find out about the routines of the centre.

Childcare subsidy

The childcare subsidy (CCS) helps families with the cost of childcare. The subsidy can be claimed at all 3 of our sites. You can find out more from the CCS website (<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>) or call 136 150.

Fees

Kangaroo Island Children's Services provide integrated services for preschool (<https://www.preschools.sa.gov.au/kangaroo-island-cs-kingscote/getting-started/what-we-offer#kangarooislandpreschool>), centre based care (<https://www.preschools.sa.gov.au/kangaroo-island-cs-kingscote/getting-started/what-we-offer#kangarooislandcbc>), out of school hours care (OSHC) (<https://www.preschools.sa.gov.au/kangaroo-island-cs-kingscote/getting-started/what-we-offer#kangarooislandoshc>) and vacation care (<https://www.preschools.sa.gov.au/kangaroo-island-cs-kingscote/getting-started/what-we-offer#kangarooislandvacation>). Please refer to our full fee schedule (PDF 148KB) (https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_fees_schedule.pdf) or contact us (<https://www.preschools.sa.gov.au/kangaroo-island-cs-kingscote#contact-us>) for more information.

When to pay

We will invoice you on a weekly basis via email.

Preschool service payments are due within 14 days of our invoice.

Childcare service payments are due within 7 days of our invoice.

Late pick-up fee

Please collect your child on time. We issue a late pick-up fee (PDF 123KB) (https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_late_fee.pdf) of \$3 per minute after 5 minutes has elapsed. This applies to all our services.

Overdue account fee

We apply an overdue account fee (PDF 148KB) (https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_fees_schedule.pdf) of \$12 to accounts more than 28 days overdue. This fee is charged for each week the amount remains outstanding. Overdue fees are noted on your account.

Please speak to us if you have difficulty paying. We will keep this confidential.

How to pay

QuickPay

You can pay weekly through QuickPay by authorising a direct debit request from your bank account or credit card. Please ask us for a form.

A \$1 transaction fee is charged per transaction to the account holder.

EFT information

You can pay by direct deposit.

Bank: Bank SA

BSB: 105094

Account number: 026039540

Please put your child's full name as the reference and/or invoice number.

Cash or cheque

You can pay cash or cheque at the centre. Please put the payment in a sealed envelope with your child's full name on the front. Put the envelope in the payments box in our main office.

Cheques are payable to "Kangaroo Island Children's Services Inc."

Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

Reports and plans

National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.

Kangaroo Island Children's Service – Kingscote



Overall Rating: Exceeding NQS

Quality Area Ratings

- 1 Educational program and practice:** Exceeding NQS
- 2 Children's health and safety:** Exceeding NQS
- 3 Physical environment:** Exceeding NQS
- 4 Staffing arrangements:** Exceeding NQS
- 5 Relationships with children:** Exceeding NQS
- 6 Partnerships with families and communities:** Exceeding NQS
- 7 Leadership and service management:** Exceeding NQS

Rating for: Kangaroo Island Children's Service - Kingscote

Rating issued: July 2017



Overall Rating: Exceeding NQS

Quality Area Ratings

- 1 Educational program and practice:** Exceeding NQS
- 2 Children's health and safety:** Exceeding NQS
- 3 Physical environment:** Exceeding NQS
- 4 Staffing arrangements:** Exceeding NQS
- 5 Relationships with children:** Exceeding NQS
- 6 Partnerships with families and communities:** Exceeding NQS

Kangaroo Island Cs Kingscote parent handbook

www.preschools.sa.gov.au/kangaroo-island-cs-kingscote

7 Leadership and service management: Exceeding NQS

Rating for: Kangaroo Island Children's Service - Kingscote

Rating issued: July 2017



Overall Rating: Exceeding NQS

Quality Area Ratings

- 1 Educational program and practice:** Exceeding NQS
- 2 Children's health and safety:** Exceeding NQS
- 3 Physical environment:** Exceeding NQS
- 4 Staffing arrangements:** Exceeding NQS
- 5 Relationships with children:** Exceeding NQS
- 6 Partnerships with families and communities:** Exceeding NQS
- 7 Leadership and service management:** Exceeding NQS

Rating for: Kangaroo Island Children's Service - Kingscote

Rating issued: July 2017

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Kangaroo Island Children's Service – Penneshaw



Overall Rating: Exceeding NQS

Quality Area Ratings

- 1 Educational program and practice:** Exceeding NQS
- 2 Children's health and safety:** Exceeding NQS
- 3 Physical environment:** Exceeding NQS
- 4 Staffing arrangements:** Exceeding NQS
- 5 Relationships with children:** Exceeding NQS
- 6 Partnerships with families and communities:** Exceeding NQS
- 7 Leadership and service management:** Exceeding NQS

Rating for: Kangaroo Island Children's Service - Kingscote

Rating issued: July 2017



Overall Rating: Exceeding NQS

Quality Area Ratings

- 1 Educational program and practice:** Exceeding NQS
- 2 Children's health and safety:** Exceeding NQS
- 3 Physical environment:** Exceeding NQS
- 4 Staffing arrangements:** Exceeding NQS
- 5 Relationships with children:** Exceeding NQS
- 6 Partnerships with families and communities:** Exceeding NQS

Kangaroo Island Cs Kingscote parent handbook

www.preschools.sa.gov.au/kangaroo-island-cs-kingscote

7 Leadership and service management: Exceeding NQS

Rating for: Kangaroo Island Children's Service - Kingscote

Rating issued: July 2017



Overall Rating: Exceeding NQS

Quality Area Ratings

- 1 Educational program and practice:** Exceeding NQS
- 2 Children's health and safety:** Exceeding NQS
- 3 Physical environment:** Exceeding NQS
- 4 Staffing arrangements:** Exceeding NQS
- 5 Relationships with children:** Exceeding NQS
- 6 Partnerships with families and communities:** Exceeding NQS
- 7 Leadership and service management:** Exceeding NQS

Rating for: Kangaroo Island Children's Service - Kingscote

Rating issued: July 2017

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Kangaroo Island Children's Service – OSHC Kingscote



Overall Rating: Exceeding NQS

Quality Area Ratings

- | | | |
|----------|--|---------------|
| 1 | Educational program and practice: | Exceeding NQS |
| 2 | Children's health and safety: | Exceeding NQS |
| 3 | Physical environment: | Exceeding NQS |
| 4 | Staffing arrangements: | Exceeding NQS |
| 5 | Relationships with children: | Exceeding NQS |
| 6 | Partnerships with families and communities: | Exceeding NQS |
| 7 | Leadership and service management: | Exceeding NQS |

Rating for: Kangaroo Island Children's Service - Kingscote

Rating issued: July 2017



Overall Rating: Exceeding NQS

Quality Area Ratings

- | | | |
|----------|--|---------------|
| 1 | Educational program and practice: | Exceeding NQS |
| 2 | Children's health and safety: | Exceeding NQS |
| 3 | Physical environment: | Exceeding NQS |
| 4 | Staffing arrangements: | Exceeding NQS |
| 5 | Relationships with children: | Exceeding NQS |
| 6 | Partnerships with families and communities: | Exceeding NQS |

Kangaroo Island Cs Kingscote parent handbook

www.preschools.sa.gov.au/kangaroo-island-cs-kingscote

7 Leadership and service management: Exceeding NQS

Rating for: Kangaroo Island Children's Service - Kingscote

Rating issued: July 2017



Overall Rating: Exceeding NQS

Quality Area Ratings

- 1 Educational program and practice:** Exceeding NQS
- 2 Children's health and safety:** Exceeding NQS
- 3 Physical environment:** Exceeding NQS
- 4 Staffing arrangements:** Exceeding NQS
- 5 Relationships with children:** Exceeding NQS
- 6 Partnerships with families and communities:** Exceeding NQS
- 7 Leadership and service management:** Exceeding NQS

Rating for: Kangaroo Island Children's Service - Kingscote

Rating issued: July 2017

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Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 1,243KB)

(https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_qip_kingscote_cbc.pdf)

Our Kingscote out of school hours care (PDF 1,154KB)

(https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_qip_kingscote_oshc.pdf) and

Penneshaw centre based care (PDF 1,138KB)

(https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_qip_penneshaw_cbc.pdf) have separate quality improvement plans.

Site context statement

A summary of our:

- general information
- key policies
- curriculum
- staff
- facilities
- local community
- partnership arrangements with other groups.

Site context statement (PDF 92KB)

(
https://www.preschools.sa.gov.au/sites/default/files/kangaroo_island_cs_kingscote_site_context_statement.pdf)

Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) (http://docs.decd.sa.gov.au/Sites/AnnualReports/5625_AnnualReport.pdf)

Parenting support

Giving your child a strong start in the early years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life.

We're working with families to take a 'learning together' approach about child development in the early years.

Parenting resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au/>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

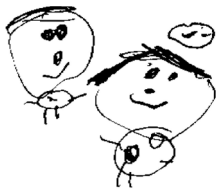
Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting factsheets, videos and upcoming seminars on many parenting topics.

Positive Parenting program
(<http://www.triplep-parenting.net.au/au-uk/en/find-help/triple-p-parenting-in-south-australia/?itb=bc37e109d92bdc1ea71da6c919d54907>) has free seminars, workshops and one-on-one sessions for parents of children aged 3 to 12 years.

Learning with your child (GreatStart)
(<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child's maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.



Kangaroo Island Children's Services Inc

ATTENDANCE REGISTER

CENTRE-BASED CARE, OSHC & VACATION CARE

At any time a child attends care it is most important that parents sign the attendance register. The attendance record is important for the following reasons:

- The register is a requirement of the childcare subsidy system in order to be able to claim childcare subsidy on behalf of the guardian.
- In an emergency the register gives us a list of exactly who is present
- The register is used for statistical information on the attendance of children
- A requirement of the Education & Early Childhood Services Registration and Standards Board of SA.

Two weeks' notice in writing must be given when a child is to be withdrawn from care. If you are changing your child's booked times please fill in a Notification of Changes form. A holding fee may apply.

Full fees must be paid for sick days or absent days unless the centre is given reasonable notification of 2 weeks and then 50% of the normal fee is charged.

When 2 weeks' notice in writing has been given a 50% holding fee is charged for children absent due to holidays (5 weeks maximum), otherwise normal fees will be charged.

Fees are not payable for public holidays or Christmas closures.

See the fee structure sheet in the enrolment package for clarification.





Kangaroo Island Children's Services Inc

BIRTHDAY'S AT KI CHILDREN'S SERVICES

Families often ask if they can do something to celebrate their child's birthday at KI Children's Services. We do allow small cakes (children get a very small slice) but there are other ways birthdays can be celebrated.

1. Small cake—no lollies
2. Small cupcakes, muffins or scones
3. Party hats
4. Balloons
5. Bubbles
6. Pizza—with healthy toppings
7. Watermelon with candles!
8. Stickers
9. Special book or toy either to share or donate to KICS or a charity with the child's name inside as donor
10. Bread faces
11. Play dough cake and candles
12. Face painting
13. Photo in a laminated certificate
14. Special game
15. Mad Hatter's Tea Party
16. Small packets of sparkly and colourful play dough
17. Pancake stacks with fresh fruit and candles
18. Fruit juice party with fresh juice from a juicer
19. Bread party—make bread with children
20. Fresh fruit ice blocks
21. Special craft activity with parent or volunteer for all children to participate in, such as:
 - Plaster casting
 - Plaster painting
 - Clay
 - Kite making
 - Dancing
 - Painting
 - Cooking
 - Reading a story



| | |
|--------------------------------------|---|
| Adopted: | 29 th April 2019 |
| Review Date: | March 2020 |
| Signed Governing Council Vice Chair: |  |
| (Governing Council Chair Name) | Claire Mincham-Trowbridge |
| Signed Acting Director: |  |
| (Director Name) | Hayley Perry |

Arrival and Departure of Children Policy

To ensure the safety of children at our Service our Arrival and Departure policy is strictly adhered to, allowing only nominated authorised persons to collect children at any time throughout the day. The daily sign in and out register is not only a legally required document to record children's attendance but also used as a record of the children on the premises should an emergency evacuation be called.

If a child at the service appears to be missing or cannot be accounted for, or appears to have been taken or removed from the service premises in a way that breaches the National Regulations, it is considered a serious incident and the regulatory authority must be notified within 24 hours of the incident.

KICS must comply with all regulations in accordance with Court Orders and children under the Guardianship of the Minister.

Rationale

We aim to ensure the protection and safety of all children, staff members, and families accessing the Service. Educators and Staff will only release children to an authorised person as named by the guardian on the individual child's enrolment form.

Scope

This policy applies to children, families, employees, management and visitors of KICS.

Implementation

Guidelines for delivery and collection of children are put in place to ensure the safety and wellbeing of each individual child.

Arrival –

- In order for children to feel secure and safe, it is important that children and families are greeted upon arrival by a member of staff and have the chance to say goodbye to the person dropping them off. Saying goodbye helps to build trust, while parents/guardians leaving without saying goodbye could cause the child to think they have been left behind.
- All children need to be signed in by an authorised person: Note that the signing in of a child is verification of the accuracy of the record. Information required on the register includes the time and the signature of the person dropping off the child. The guardian/collection authority must also advise Educators or Admin who will be collecting the child/children.
- Ensure that all adults who have collection authority understand the process for arrival and departure of children. Children will only be released to collection authorities. Guardians are required to complete and sign a form to verify any new collection authority.
- Preschool teachers will maintain the attendance record for each session. These attendances will be confirmed into the Early Years System. All children should be delivered to and collected from the Educators unless otherwise arranged with the Director (e.g. Bus children for Preschool).

- In the case of a particular person (including a biological parent) being denied access to a child, the service requires a written notice (court order) from a court of law.
 - Educators will attempt to prevent that person from entering the service and taking the child; however, the safety of other children and Educators must be considered.
 - Educators will not be expected to physically prevent any person from leaving the service.
 - In such cases, the parent with custody will be contacted along with the local police.
 - Where possible the Educator will provide police with the make, colour, and registration number of the vehicle being driven by the unauthorised person, and the direction of travel when they left the Service.
 - A court order overrules any requests made by guardians to adapt or make changes.
- If the person collecting the child appears to be intoxicated or under the influence of drugs, and educators feel that the person is unfit to take responsibility for the child, educators will:
 - Discuss their concerns with the person, without the child being present if possible, and
 - Suggest they contact another guardian or authorised nominee to collect the child.
 - If the person insists on taking the child, Educators will inform the police of the circumstances, including the name of the person, and if possible, the make, colour, and registration number of the vehicle being driven, and the direction of travel when they left the Service.
- Educators cannot prevent an incapacitated parent from collecting a child but must consider their obligations under the relevant child protection laws.
- At the end of each day Educators will check indoor and outdoor premises including all rooms and storage rooms, beds and cots, and storage sheds to ensure that no child remains on the premises after the service closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.
- Details of absences during the day will be recorded.

Visitors –

To ensure we can meet Work Health and Safety requirements and ensure the safety of our children, individuals visiting our Service must sign in when they arrive at the service and sign out when they leave. It is also a requirement of the National Regulations that Visitors are not left alone with children at any time.

Late collection –

- If you know that you are going to be late, please notify the relevant site: If possible, make arrangements for someone else to collect your child and notify KICS. Admin stop answering the landline number at 4:45pm. If you need to make emergency contact after 4:45pm please call the relevant mobile number –
 - Kingscote Centre Based Care (KCBC) – 0418 822 524
 - Penneshaw Centre Based Care (PCBC) – 0418 225 657
 - Out of School Hours Care (OSHC) – 0428 553 241

The mobile numbers are not for bookings or absent notifying. They are for emergency contact in regards to your child in care on that day after 4:45pm.

- If you have not arrived by 1.00pm or 6:00pm at KCBC, PCBC or during Vacation Care/Pupil Free Days and 6.15pm for After School Care you will be contacted. If we are unable to contact you and your child has not been collected, we will call collection authorities and emergency contacts as listed on your enrolment form to organise the collection of your child.



Kangaroo Island Children's Services Inc

EXCURSIONS

Excursions and neighbourhood walks are an important part of providing experiences which extend the children's knowledge, interests and enjoyment.

Excursions are planned as part of a developmentally appropriate program. You will be asked to sign a general consent for both care and pre-school for us to take your child on local walks. Such outings may be arranged spontaneously. If you do not wish your child to participate in these excursions please indicate your wishes on the enrolment form.

Your written consent must be obtained on each occasion for all other excursions.



Kangaroo Island Children's Services Inc

GOVERNING COUNCIL

Would you like to join our governing council?

When you volunteer to be a member of our community-based Governing Council, you are participating in a valuable community service

As a volunteer, you have rights, including:

- To be listened to
- To be provided with relevant support and information
- To not have excessive demands placed on your time

You also have responsibilities:

- To attend meetings regularly
- To abide by committee decisions
- To be reliable and carry out tasks as promised
- To understand and support the centres' philosophy and policies
- To be realistic about your commitments

Governing Council is responsible for the management of the service (Pre-School and Childcare) including staffing, financial planning and decisions and policy making. (Pre-school staff are employed by DECD, Childcare and Administration are employed by Governing Council.

To help the Council to run smoothly and to distribute the work load, sub-committees are formed to carry out specific tasks.

Examples of sub-committees are:

- Finance and staffing
- Grounds
- Fundraising
- Policy

Interested members of Council can form these sub-committees, other people who are not on Council but have a particular area of interest or expertise may like to participate on a sub-committee.

Office bearers are elected annually at the AGM. The usual office bearers are:

Chairperson— ensures that the committee functions in an effective and friendly manner. This includes starting and finishing meetings on time, ensuring all members have the opportunity to participate and the work load is distributed as evenly as possible. It can be advisable to have a deputy Chairperson to take over in case of an absence.

Treasurer— ensure that the services' finances are managed in a responsible manner, including helping to formulate an annual budget, reporting to Council each month, assisting the Clerical Officer in the financial area and helping to ensure that the legal financial requirements are met.

Secretary—ensures that accurate records (other than financial) are kept of the services' business including minute taking, receiving correspondence and writing letters on behalf of Council.



Kangaroo Island Children's Services Inc

The Executive of the Council usually comprises of the Chairperson, Treasurer and Centre Director. The main task of the Executive is to support the Director with management decisions which need to be made urgently between Management meetings.

The governing Council meets monthly at 7:00pm, 50 Buller Street, Kingscote.



Kangaroo Island Children's Services Inc

HEALTH AND MEDICATION

EMERGENCY AND ACCIDENT PROCEDURES

The Centre has a detailed policy which sets out procedures in the event of an accident or other emergency. Evacuation procedures are displayed in prominent places at all sites.

Emergency Drills are practised on a regular basis with children kept together in a protected area. It is important that contact telephone numbers of parents and emergency contacts are kept up to date.

HEALTH

One of our most important goals is to provide a safe, hygienic environment that will promote the health of children and staff.

As a general principle, children and adults should not come to the service unless they are well and able to cope adequately with the normal daily routines and activities. We do not have the facilities to look after sick children. If your child becomes unwell, we will inform you and isolate them from other children until you can arrange to collect your child. To help minimise the risk of cross infection we ask that you help your child wash their hands upon arrival and departure.

Bus children will be assisted by staff.

IMMUNISATIONS

Parents/Guardians will be encouraged to immunise their child against all diseases appropriate to the child's age. A record of the child's current immunisation status will be kept. Children who are not immunised may be at a higher risk and it is recommended they be excluded from care during outbreaks of some infectious diseases in accordance with the Staying Healthy in Childcare exclusion guidelines, even if they are well.

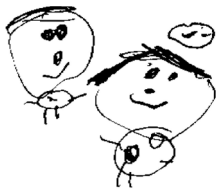
Please provide evidence of your child's immunisation history, either the blue book or a history statement from Medicare.

MEDICAL CONDITIONS

If your child has a medical condition, you will be required, in consultation with your child's Doctor, to complete a health plan as soon as possible. You will be asked to supply the appropriate medication for your child for each day of attendance at the Service.

Medication will be administered within our Medication Policy guideline. Please seek clarification from the Educational leaders or Director.

It is important that you notify us of any changes to your child's medical history.



Kangaroo Island Children's Services Inc

LATE FEE POLICY

It is important that children are collected on time.

We offer sessional bookings so it may be that another child is coming into care at the end of your child's booking. As part of our licensing we must abide by staffing child ratios and also total numbers of children in care, a late collection can cause us to breach our licence.

Our licensed and insured operating hours are 8am to 6pm, therefore children need to be collected by 6pm. Operating hours for Kingscote Outside School Hours care are 3:15pm—6:16pm, these children need to be collected by 6:15pm.

We wish to remind parents of our late pick-up fee. Late fees will be charged at a rate of \$2/min at all services after 5 minutes has elapsed. One written warning will be given via the account. After the first written warning the late fee will be charged. Childcare benefit is not claimable on late fees. The late fee policy will be enforced consistently.

We realise circumstances may cause parents to run late sometimes. Parents who notify us they will be late will have their booking extended if possible and be charged according to our fee schedule, childcare benefit will be applied.



Kangaroo Island Children's Services Inc

ENROLLING AND SETTLING IN CENTRE BASED CARE

We encourage you to visit with your child prior to starting care, visiting as often as possible to ensure a happy start. As part of the enrolment procedure, we will ask you to participate in an orientation meeting, to share your child's special needs such as comforters, sleeping/rest routines and food preferences with the staff involved in caring for your child. We will discuss routines, the parent contract, behaviour management and other policies. Your child may not only be very shy for the first few days or weeks, but also very tired. It is an emotional strain for children to adjust to their new environment - even if a child seems to be coping well. Initially your child's time with us should be short. It is better for the child to be reluctant to leave us than anxious to go home.

On arriving:

We ask that you bring your child into their area so that we can greet you and your child. Please always say goodbye to your child, no matter how distressing this may seem to you.

It is important that your child knows that you are leaving and that you will return. It is very upsetting for your child to suddenly miss you, to look for you only to discover that you have disappeared. Your child's trust in you falters, and subsequent separations may become more difficult.

We are here to help you should you need help at separation time. Please:

- help your child wash their hands upon arrival
- sign the attendance register on arrival
- check they have their broad brimmed hat
- help your child to place their belongings on their hook
- bring a piece of fruit for morning and afternoon snack
- pack spare clothes, labelling all of your children's clothing.
- bring a favourite comfort toy for sleep time
- in summer time sandals are much safer than thongs.

We will provide protective smocks for messy activities, however please dress your child in play clothes.

Please ensure your child's bag is clearly named at the outside top front.



Kangaroo Island Children's Services Inc

NAPPIES

We do not supply nappies, or plastic bags, so parents are required to bring these for their child. Nappies can be either disposable or cloth with liners and pilchers. Cloth nappies will be placed in the plastic bags provided after being rinsed, for the parent to take home. Staff will enter details on to a 'daily nappy sheet'.

We have disposable nappies for emergencies. Parents will be charged \$1.00 per nappy as necessary.



Kangaroo Island Children's Services Inc

ENROLLING & SETTLING IN (OSHC)

We encourage you to visit with your child prior to starting care. We ask that you participate in an orientation meeting, prior to care commencing, to discuss your child's interest and needs. Routines and policies will be discussed at this time.

New children attending OSHC can be collected from their classroom for their first few sessions. This helps children to feel welcomed and to orientate themselves with the route and location. Parents are responsible for making sure their child is aware of where they need to be. This is particularly important during term time when a booking may have been made during the day while the child is at school. Parents will need to ensure their child receives a message about the change in their arrangements.

During Vacation care parents need to bring their children into the OSHC room so that staff may greet you and your child.

On arriving:

- Parents need to sign the attendance register
- Farewell their child (Vacation care)
- Children are guided through the site, place their belongings in the designated area and are asked to wash their hands.

Please provide your child with:

- Snacks and food for lunch and/or tea
- Named sunscreen
- Named spare clothes (during Vacation care only)
- Named smock or old shirt (during Vacation care only)

On leaving parents need to:

- sign the attendance register
- guide their child to wash their hands
- collect their child's art work and belongings
- collect newsletters, accounts etc
- take their child to a staff member to be farewelled



Kangaroo Island Children's Services Inc

PRIORITY OF ACCESS

Sometimes, there may be a waiting list for child care services and to ensure the system is fair, the Australian Government has "Priority of Access Guide- lines" for allocating places in these circumstances.

The guidelines only apply to approved childcare. They are used when there is a waiting list for a child care service or when a number of parents are applying for a limited number of vacant places.

Every approved child care service has to abide by the guidelines and tell you about them when you enrol your child into care.

PRIORITIES

First Priority: a child at risk of serious abuse or neglect.

Second Priority: a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the Family Assistance Act.

Third Priority: any other child

Within these main categories priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold (See Appendix 2: Child Care Payment Rates and Income Thresholds) or who or whose partner are on income support
- Children in families from a non-English speaking background
- Children in socially isolated families and
- Children of single parents

A child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:

- Are notified when your child first entered care that your service follows this policy
- Are given at least 14 days notice of the need for your child to vacate

During the January Vacation care period children who will commence school in term 1 of that year may be able to access OSHC if there are vacancies. To ensure care is provided equitably and in line with the priority of access these children will be waitlisted for OSHC. The wait- list will be reviewed 2 working days in advance and if vacancies exist the children on the waitlist will be offered a booking. These children can hold a booking in KICS long day care, while being waitlisted for.



Kangaroo Island Children's Services Philosophy.

Enriching life's journey

Kangaroo Island Children's Services (KICS) has three sites; an integrated site at Kingscote that operates Centre Based Care and Preschool, Kingscote Out of Hours School Care and Penneshaw Centre Based Care.

The Kangaroo Island Children's Services Statement of Philosophy has been developed in the context of Kangaroo Island's uniqueness as a community, characterised by close relationships, natural beauty and geographic isolation.

At KICS we are committed to providing quality care and education. Both our Kingscote sites have been rated and assessed as Exceeding National Quality Standards, with our Penneshaw site assessed as Meeting National Quality Standards.

The Early Years Learning Framework for Australia, "Belonging, Being & Becoming" and My Time Our Place are our guiding curriculums. Our documentation reflects the five learning outcomes which are:

- children have a strong sense of identity
- children are connected with and contribute to their world
- children have a strong sense of wellbeing
- children are confident and involved learners
- children are effective communicators

Educators and Staff at Kangaroo Island Children's Services are inspired by principles of the Reggio Emilia philosophy. The Reggio Emilia approach is an innovative and inspiring approach to Early Childhood Education which values the child as strong, capable and resilient; rich with wonder and knowledge. Every child brings with them deep curiosity and potential and this innate curiosity drives their interest to understand their world and their place within it.

Through a play-based curriculum we support children in developing their learning dispositions of imagination, curiosity, confidence, persistence, resilience and concentration.

We recognise the benefits of Nature Play and how closely it links to the Reggio approach. Together both these approaches encourage children to develop problem solving, self-regulation, resourcefulness, collaboration and the ability to self-assess risk.

We strive to create engaging learning experiences and believe that every child has the right to a beautiful, inspiring and inviting environment.

We recognise every child as unique and encourage them to be creative, challenge themselves and support them to take risks in their learning within the indoor and outdoor environments. We understand that every child has “One Hundred Languages and more” and we provide wonderful opportunities for children to access a diverse range of mediums to express their thoughts and ideas. The idea of supporting children to find their own strength is an important concept when working with children.

We value the children’s voice and are responsive to their individual needs, interests, and their prior knowledge and let their voice guide our learning journeys.

We are influenced by Marte Meo which is a method that focuses on the importance of communication in the building of relationships and emotional connections. Feeling safe, secure and having a strong sense of belonging is our foundation to developing respectful and meaningful relationships with children and their families. Through true partnerships with parents and guardians we understand and support the culturally diverse needs of our Kangaroo Island families.

At KICS we believe in life-long learning for children, families and our Educators. We ensure that we are informed with up-to-date practices and strive to continue to provide a rich, inspiring and engaging environment that provides children with plenty of opportunities to have their voice heard, to build independence and engage in meaningful interactions with their peers and Educators. We believe in building a foundation and life skill of a love of learning.

We have developed authentic connections within our community and use these partnerships to support children to become citizens of the world. Being an Island in a global world means ensuring that all children develop skills and confidence to be able to explore and discover.



KANGAROO ISLAND CHILDREN'S SERVICES FEES 21st January 2019 (to be reviewed July 2019)

PENNESHAW & KINGSCOTE CENTRE BASED CARE FEE STRUCTURE

Full Fee

| | |
|---|--------------------------|
| Daily rate-8am -6pm | \$ 96.45 (\$9.64/hr) |
| Sessional rate -8am-1pm or 1pm -6pm | \$ 53.25 (\$10.65/hr) |
| Thursday term session at Penneshaw 12p-6pm | \$ 63.95 (\$10.65/hr) |
| Preschool hourly rate (bookings affected by preschool sessions) | \$ 10.65 pro rata charge |
| Orientation Hourly rate (limits apply) | \$ 14.30 |

PENNESHAW & KINGSCOTE OSHC/VACATION CARE FEE STRUCTURE

Full Fee

Out of school hours care

| | |
|---|---|
| After School Care session – 3.15p-6.15p | \$ 21.95 (\$7.31/hr) (3pm-6pm Penneshaw site) |
| Hourly | \$ 7.85 (minimum booking 1 hour) |

Pupil free days & Vacation care (school holidays)

| | |
|---------------------------------|----------------------|
| Day 8a-6p | \$ 65.10 (\$6.51/hr) |
| Sessions 8a-1p, 1p-6p or 10a-3p | \$ 35.90 (\$7.18/hr) |

Care can be booked casually or on a permanent basis at all sites.

Please note that until your Childcare Subsidy (CCS) is received, full fees will be charged and an adjustment will occur once CCS is received.

PRESCHOOL FEES

Childcare subsidy and school card rebates are not applicable to Preschool fees. Preschool days vary from year to year depending on the number of Preschool children.

| | |
|---|--|
| Morning - 8.45am -11.45am | \$2.55 per session |
| Afternoon sessions -12.15-3.15pm | \$2.55 per session |
| Day -8.45a -3.15pm | \$7.65 per day (includes lunch time care of \$2.55) |
| Arts levy | \$4.10 per term |

PAYMENT OF FEES

When parents enrol for childcare a fee agreement is signed as well as a complying written arrangement form. Parents are required to pay a bond for each child (using centre based care) equivalent to the parents' contribution of 2 weeks fees, once a care pattern is established. Payment of fees will be one (1) week in arrears. **Overdue accounts of 28 days + will incur a fee of \$12 per week.** Casual/emergency care is to be paid for in full at the time of care.

All accounts are issued on a weekly basis to parents via email or through reception. Our terms are **"7 days"** from the issue date.

Payments may be made by putting fees due in a named envelope and placing in the payment box provided. Receipts will be issued for all fees paid. **(We do not provide change.)**

Payments may be made either by:

Quick pay: Payment can be made from a bank account or credit card. A \$1 transaction fee is charged per transaction to the account holder. Authority forms are available from reception.

Cash or cheque made payable to: KANGAROO ISLAND CHILDREN'S SERVICES INC.

Internet payments or direct credit (ask your banking institution) using the following details:

BSB: 105 094 A/C: 026039540 BANK SA Please use your name or child's name as a reference.

Care bookings are essential, subject to availability and Priority of access. They can be made by any of the following methods:

KidsXap-using the messages/notes to centre icon or through the booking icon to notify an absence.

Telephone: (08) 8553 2436 between 8a -5p weekdays Email: kics.info3@schools.sa.edu.au

In person at our main office: 50 Buller St, Kingscote between 8a-5p weekdays

Please note we are closed all Public Holidays and annually during the Christmas/ New Year week. Care can be booked casually or on a permanent basis. Care that is booked for the same day for more than 4 weeks in a row is deemed to be a permanent booking regardless of hours booked.

Centre based care bookings are available in the following format:

Day -8am -6pm

Sessions -8am-1pm or 1pm -6pm

Preschool hourly-around Preschool sessions

Pupil free days & Vacation care bookings are available in the following format:

Day -8am -6pm

Sessions -8am-1pm, 1pm -6pm or 10a-3pm

Out of school hours care bookings are available in the following format:

After school -3.15pm -6.15pm (Penneshaw site 3pm -6pm)

Hourly within the above times

Late Fee

If you are going to be late collecting your child it is important to ring as soon as possible. Failure to notify us will result in a late fee of \$3 per minute being imposed. Childcare Subsidy cannot be claimed on late fees.

Allowable absence care days

Prior notification is required, full fees will apply unless 2 weeks notification is given. A message on KidsXap or our voice mail is acceptable notification. **Childcare subsidy applies to these days but is limited to 42 days per financial year and does not apply to the first or last day in care.**

Holidays are charged at a 50% fee if 2 weeks notification is given, this will secure your booking for your return date. (5 weeks maximum). Childcare subsidy applies to these days and is counted in the 42 day limit.

Approved absence care days (such as illness)

Full fees will apply and childcare subsidy is claimable where a child, parent or sibling is ill. A medical certificate is required to support the claim and notification must be received no later than **on the day of the booking**. Childcare subsidy applies to these days and is initially counted in the 42 day limit, however if the 42 day limit has been reached there may be additional days approved. Please speak with staff regarding this.

Cancellation of care

Must be given in writing 2 weeks prior or full fees will apply. **Childcare subsidy is not claimable for cancelled days.** Cancellation means that all bookings for the child on the specified day/s will be cancelled. Rebooking cannot be done until one month after the cancelled booking date and is subject to availability.

Swapping care days

To provide flexibility for families our service allows you to swap days providing the following is adhered to:

- Swapping of days needs to be phoned in or requested in person during office hours of 8.00am - 5pm. (not able to be requested on voice mail due to the complexity of these requests).
- The day cannot be swapped on the day of the booking.
- Can only be swapped once and can only be swapped to within a week of the original booking.
- Swapping can only be for full days and sessions i.e. the same or more hours than the original booking. Swapped days cannot be split.

Fees are reassessed each July and reviewed each January to monitor financial viability.



Kangaroo Island Children's Services Inc

Enriching life's journey

| | |
|---------------------------------------|----------------|
| Adopted: | |
| Review Date: | September 2018 |
| Signed Governing Council Chair: | |
| <i>(Governing Council Chair Name)</i> | Craig Oates |
| Signed Director: | |
| <i>(Director Name)</i> | Hayley Perry |

Food and Nutrition Policy

Rationale

Kangaroo Island Children's Services promote safe, healthy eating habits in line with the Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools and relates to the DECD wellbeing strategy.

We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit children in three ways:

1. Short term: Maximises growth, development, activity levels and good health.
2. Long term: Minimises the risk of diet related diseases later in life.
3. Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities.

Therefore:

- Employees at the service model and encourage healthy eating behaviours.
- Food and drink are consumed in a safe, supportive environment for all children.
- Parents and caregivers are encouraged to supply healthy foods that fit within the Right Bite strategy for children at the service.

Curriculum

Our service's food and nutrition curriculum:

- Is consistent with the Dietary Guidelines for Children and Adolescents in Australia and the Australian Guide to Healthy Eating.
- Includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health.
- Includes opportunities for children to develop practical food skills like preparing and cooking healthy food.

The Learning Environment

Children at the service

- Have fresh, clean tap water available at all times and are encouraged to drink water regularly throughout the day.
- Will eat routinely at scheduled break times.
- Eat in a positive, social environment with Educators who model healthy eating behaviours.
- Use the centre's garden to learn about and experience growing, harvesting and preparing nutritious foods.

Our service

- Understands and promotes the importance of eating breakfast and regular meals for children.
- Teaches the importance of healthy meals and snacks as part of the curriculum.
- Is a breast friendly site.
- Displays nutrition information and promotional materials about healthy eating.

Food supply

- KICS encourages healthy food and drink choices for children in line with the Right Bite Strategy.
- Our service ensures healthy food choices are promoted and are culturally sensitive and inclusive.
- KICS ensures a healthy food supply for activities and events in line with the Right Bite strategy.

Guidelines for food

- Parents and carers are encouraged to supply fruit and vegetables as the first snack of the day; this will provide children with important minerals and vitamins and encourage a taste for healthy foods.
- For all other meals throughout the day families are encouraged to supply choices in line with the Right Bite strategy.
- Employees will ensure that any food supplied by the service is also in line with this strategy.

Food Safety

- Our service promotes and teaches food safety to children as part of the curriculum.
- Encourages Employees to access training on safe food handling and the Right Bite strategy
- Provides adequate hand washing activities
- Promotes and encourages correct hand washing procedures with children and Employees.

Food- related Health Support Planning

Our service

- liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues.

Working with families, health services and industry

Our service

- provides information to families and care givers about the 'Right Bite' strategy through a variety of ways including newsletters, policy review, information on enrolment, pamphlet/poster display and promotes the alignment of fundraising with the 'Right Bite' strategy.

The Employees of Kangaroo Island Children's Services thanks you in advance for your support of this policy

Sources

Education and Care Services National Regulations
National Quality Standards
Australian Children's Education and Care Quality Authority
Right Bite Healthy Food and Drink Supply Strategy

Links to other policies

Health Support Policy
Providing a Child Safe Environment Policy
Enrolment and Orientation Policy
Anaphylaxis and Asthma Policy
Sustainability Policy

NQS

| | | |
|-----|-----|----------------------------------|
| QA2 | 2.1 | Each child's health is promoted. |
|-----|-----|----------------------------------|



| | | |
|-----|-------|---|
| | 2.1.1 | Each child's health needs are supported. |
| | 2.2 | Healthy eating and physical activity are embedded in the program for children. |
| | 2.2.1 | Healthy eating is promoted and food and drink supplied by the service are nutritious and appropriate for each child. |
| QA3 | 3.3.1 | Sustainable practices are embedded in the service operation. |
| QA6 | 6.3 | The service collaborates with other organisations and service providers to enhance children's learning and wellbeing. |

Regulations

| | |
|-----|--|
| 77 | Health, hygiene and safe food practices. |
| 78 | Food and beverages. |
| 162 | Health information to be kept in enrolment record. |
| 168 | Education and care services must have policies and procedures. |





Kangaroo Island Children's Services Inc

Enriching life's journey

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| Adopted: | |
| Review Date: | June 2019 |
| Signed Governing Council Chair: | |
| <i>(Governing Council Chair Name)</i> | |
| Signed Director: | |
| <i>(Director Name)</i> | |

Incident, Injury, Illness & Trauma Policy

Rationale

In early childhood illness and disease spreads easily from one child to another, even when implementing the recommended hygiene and infection control practices. When groups of children play together and are in new surroundings accidents and illnesses may occur. Our service is committed to preventing illness and reducing the likelihood of accidents through its risk management and effective hygiene practices.

Educators have a duty of care to respond to and manage illnesses, accidents & trauma that occur at the service to ensure the safety and wellbeing of children, educators and visitors. This policy will guide educators to manage illness and prevent injury and the spread of infectious diseases.

Scope

This policy applies to children, families, employees, management and visitors of the service.

Implementation

IDENTIFYING SIGNS AND SYPTOMS OF ILLNESS

Early Childhood Educators and Management are not doctors and are unable to diagnose an illness of infectious disease. To ensure the symptoms are not infectious and minimise the spread of an infection medical advice is required to ensure a safe and healthy environment.

High Temperatures or Fevers

Recognised authorities define a child's normal temperature will range between 36.0°C and 37.0°C, this will often depend on the age of the child and the time of day. Any child with a high fever or temperature reaching 38°C or higher will not be permitted to attend KICS.

Illness and Injury

KICS have the right to send children home if they appear unwell. KICS is guided by Staying Healthy in Childcare for exclusion periods for all infectious diseases.

Educators will apply first aid to any child that is injured accordingly. An 'Incident Form (Incident, injury, trauma and illness record)' will be completed stating the nature of the injury, how the injury occurred, and the action taken to support the child through the injury (first aid, comfort etc.). Educators will adhere to the 'Incident, Injury, Illness and Trauma' procedure.

Parents will be notified within 24 hours of all injuries by KICS Administration employees.

Parents will;

- In the event that a child has an injury that the family was not informed about, KICS expect that the family will contact us as soon as possible so the injury can be investigated.

KICS Educators complete a hazard checklist every morning before children arrive to ensure a safe learning environment. Any injuries sustained from a hazard or an object is immediately removed, sectioned off or made safe. Educators will complete all forms necessary and communicate to the Director or their delegate, about the hazard if further action is needed.

All injuries are recorded and monitored by KICS Management to identify and prevent reoccurring hazards.

Regulations require the Approved Provider or Nominated Supervisor to notify Regulatory Authorities within 24 hours of any serious incident at the Service. The definition of serious incidents that must be notified to the regulatory author is:

a) The death of a child:

(i) While being educated and cared for by an Education and Care Service or

(ii) Following an incident while being educated and cared for by an Education and Care Service.

(b) Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an Education and Care Service, which:

(i) A reasonable person would consider required urgent medical attention from a registered medical practitioner or

(ii) For which the child attended, or ought reasonably to have attended, a hospital. For example: whooping cough, broken limb and anaphylaxis reaction

(c) Any incident where the attendance of emergency services at the Education and Care Service premises was sought, or ought reasonably to have been sought

(d) Any circumstance where a child being educated and cared for by an Education and Care Service

(i) Appears to be missing or cannot be accounted for or

(ii) Appears to have been taken or removed from the Education and Care Service premises in a manner that contravenes these regulations or

(iii) Is mistakenly locked in or locked out of the Education and Care Service premises or any part of the premises.

A serious incident should be documented as an incident, injury, trauma and illness record as soon as possible and within 24 hours of the incident.

Trauma defines the impact of an event or a series of events during which a child feels helpless and pushed beyond their ability to cope. There are a range of different events that might be traumatic to a child, including accidents, injuries, serious illness, natural disasters, war, terrorist attacks, assault, and threats of violence, domestic violence, neglect or abuse. Parental or cultural trauma can also have a traumatising influence on children. This definition firmly places trauma into a developmental context.

KICS will provide suitable strategies to support children, families, Educators and employees who have experienced trauma.

Management/Nominated Supervisor/Certified Supervisor will ensure:

- First aid kits
- Appropriate cleaning practices are followed
- To keep cold food cold (below 5 °C) and hot food hot (above 60°C) to discourage the growth of bacteria
- Notify parents of any infectious diseases circulating the service
- First aid qualified Educators are present at all times on the roster and in the service

Educators will:

- Advise the parent to keep the child home until they are feeling well and they have not had any symptoms for at least 24-48 hours.
- Practice effective hand hygiene techniques
- Ensure that appropriate cleaning practices are being followed in service
- Disinfect toys and equipment on a regular basis which is recorded on the toy cleaning register

Sources



Government of South Australia
Department for Education and
Child Development

Australian Children’s Education & Care Quality Authority. (2014).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
 ECA Code of Ethics
 Guide to the National Quality Standard.
 Raising Children Network - http://raisingchildren.net.au/articles/fever_a.html3
 Staying healthy in child care - 5th Edition www.imagineeducation.com.au/files/GapTraining/Staying_Healthy_5th_Edition.pdf
 Policy Development in early childhood setting
 First Aid Workplace - <http://sydney.edu.au/science/psychology/whs/COP/First-aid-workplace.pdf>

Links to other policies

First Aid Policy
 Food and Nutrition Policy

NQS

Quality Area 2: Children’s Health and Safety

| | | |
|------|-------|--|
| QA 2 | 2.3 | Each child is protected |
| QA 2 | 2.3.1 | Children are adequately supervised at all times |
| QA 2 | 2.3.2 | Every reasonable precaution is taken to protect Children from harm and any hazard likely to cause injury |
| QA 2 | 2.3.3 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practices and implemented |

Regulations

| | |
|-----|---|
| 12 | Meaning of serious incident |
| 85 | Incident, injury, trauma and illness policies and procedures |
| 86 | Notification to parents of incident, injury, trauma and illness |
| 87 | Incident, injury, trauma and illness record |
| 88 | Infectious diseases |
| 89 | First aid kits |
| 97 | Emergency and evacuation procedures |
| 161 | Authorisations to be kept in enrolment record |
| 162 | Health information to be kept in enrolment record |
| 168 | Education and care service must have policies and procedures |
| 174 | Prescribed information to be notified to Regulatory Authority |
| 176 | Time to notify certain information to Regulatory Authority |



Kangaroo Island Children's Services Inc

Enriching life's journey

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| Adopted: | |
| Review Date: | June 2021 |
| Signed Governing Council Chair: | |
| (Governing Council Chair Name) | Claire Mincham-Trowbridge |
| Signed Director: | |
| (Director Name) | Hayley Perry |

Skin Protection Policy

Rationale

Australia has one of the highest incidences of skin cancer in the world. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. It is estimated 95-99% of skin cancers are caused by overexposure to UV radiation, and is therefore preventable. Sun exposure during childhood and adolescence is a critical factor in determining future skin cancer risk. Young children and babies have sensitive skin that places them at particular risk of skin damage and sunburn. Children attend Early Childhood Services during the times when UV radiation levels are highest we therefore have a major role to play in minimising a child's UV exposure.

While too little UV radiation from the sun can lead to low vitamin D levels, Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when the UV is 3 and above does not put people at risk of vitamin D deficiency. Our policy has been developed to help reduce the risk of skin damage for children and staff at the Centre, by taking effective measures for skin/sun protection.

Procedures

Consistent with the Department for Education and SunSmart guidelines, a combination of sun protection measures will be used from 1 August to 30 April, and whenever UV radiation levels reach 3 and above at other times. At that level UV radiation is intense enough to damage our skin and contribute to the risk of skin cancer. This policy is in place all year round, and applies to all Kangaroo Island Children's Services sites.

These measures will include:

- Upon enrolment children will be provided with a broad-brimmed hat that is labelled with their name. These hats will remain at the service. Children will be required to wear these hats whenever they are outdoors at all times throughout the year.
- Parents are asked to apply sunscreen to children before, or on, arrival at the service each day. Educators will reapply sunscreen 20 minutes before going outside when the UV is 3 and above. Sunscreen will be reapplied every 2 hours if remaining outdoors, and an SPF30 or higher sunscreen will be used.
- Staff check the UV levels daily on the SunSmart app, or at www.myuv.com.au or www.bom.gov.au and are recorded near the sign in sheets.
- Educators will role model sun safe practises for children and protect their own skin by wearing a broad brimmed hat, protective clothing, sunglasses and sunscreen when outdoors.
- Infants (under the age of 12 months) will be kept out of the direct sunlight when the UV radiation is 3 and above. Infants will be protected using shade, clothing and a broad brimmed hat. For infants 6 months or older, sunscreen will be applied to small areas of exposed skin not protected by clothing or hat.

- All children are to be dressed in sun protective clothing with a collar and sleeves providing protection to the neck, shoulders, upper arms, back and stomach and preferably clothing that is closely woven for extra protection. Singlet tops, shoestring straps, halter necks and midriff or crop tops do not provide sun protection so are not suitable for child care.
- The service provides shade in areas where children gather such as for eating, playing and outdoor teaching. The use of these areas is encouraged.
- The availability of shade is considered when excursions and outdoor activities are planned. Extra care is taken during peak UV radiation times and outdoor activities are scheduled outside of these times where possible.
- Children who do not have appropriate hats and clothing on will be asked to play in an area protected from the sun.
- Age appropriate Sun Smart activities and education will be included in the curriculum. Staff will discuss with children, in appropriate ways, why sun protection is important, and to raise awareness with families.
- All Families will be asked to sign a sun safe agreement and consent form, and Educators will be informed of the policy.
- All Kangaroo Island Children's Services sites have sufficient shade structures and trees which provides adequate sun protection areas.
- If practical, children will be encouraged to wear close fitting wraparound sunglasses that provide the best protection. Eye Protection Factor (EPF) rating of 10 is recommended. It should also meet Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category two, three or four). Toy or novelty sunglasses do not protect against UV radiation.
- Families and visitors will be encouraged to practice Sun Smart behaviours while attending functions at the service, and will be informed of our Skin Protection policy.

Out of School Hours Care (OSHC) – Kingscote

Before school care: sun protection is not required as the UV radiation levels are rarely above 3 at this time.

After school care: sun protection is required during terms 1 and 4, and whenever the UV Index is 3 and above at other times. Staff are encouraged to access the daily local sun protection times to determine if sun protection measures are required during terms 2 and 3.

Vacation care: sun protection is required for all outdoor activities during terms 1, 3 and 4, and whenever the UV Index is 3 and above at other times.

Sources

Education and Care Services National Regulations

National Quality Standards

Australian Children's Education and Care Quality Authority (ACECQA)

Cancer Council SA

DECD – Sun protection in Schools and Preschools

Links to other policies

Clothing Policy

Enrolment and Orientation Policy

Preschool Enrolment Policy

WH & S Policy

Child Protection Policy

Child Safe Environment Policy

Excursion Policy

Hot Weather Policy

NQS

| | | |
|-----|-------|---|
| QA1 | 1.1 | The educational program enhances each child's learning and development. |
| | 1.1.3 | All aspects of the program, including routines, are organised in ways that maximize opportunities for each child's learning. |
| | 1.2 | Educators facilitate and extend each child's learning and development. |
| | 1.2.3 | Each child's agency is promoted, enabling them to make choices and decisions that influence events in their world. |
| QA2 | 2.1. | Each child's health and physical activity is supported and promoted |
| | 2.2 | Each child is protected |
| | 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
| QA3 | 3.1.1 | Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child |
| | 3.2.1 | Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments. |
| QA4 | 4.1.1 | The organisation of educators across the service supports children's learning and development. |
| QA5 | 5.1 | Respectful and equitable relationships are maintained with each child |
| | 5.1.1 | Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included. |
| | 5.2.1 | Children are supported to collaborate, learn from and help each other. |
| QA6 | 6.1.1 | Families are supported from enrolment to be involved in the service and contribute to service decisions |
| | 6.1.3 | Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing. |
| QA7 | 7.1. | Governance supports the operation of a quality service. |

Regulations

| | |
|-----|--|
| 100 | Risk assessment must be conducted before excursion |
| 113 | Outdoor space: natural environment |
| 114 | Outdoor space: shade |
| 167 | Protection from harm and hazards |
| 168 | Policies and procedures: sun protection |



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|---------------------------------|---------------------------|
| Adopted: | |
| Review Date: | September 2019 |
| Signed Governing Council Chair: | |
| (Governing Council Chair Name) | Claire Mincham-Trowbridge |
| Signed Director: | |
| (Director Name) | Hayley Perry |

Sustainability Policy

Rationale

We encourage awareness of environmental responsibilities and implement practices that contribute to a sustainable future. Children are supported to become environmentally responsible and show respect for the environment. Sustainability is often thought about in terms of environmental sustainability—reducing waste, minimising consumption and protecting and conserving wildlife and natural habitats.

We aim to ensure the environment is safe, clean and sustainable. We believe in educating children about the environment which is promoted through daily practices, resources and interactions. Sustainable practices will be encouraged within the service assisting children and families to become advocates for a sustainable future.

Scope

This policy applies to children, families, educators, staff, management and visitors of the Service.

Implementation

Learning about sustainability starts with everyday practice. We believe environmentally sustainable practices should be embedded into the operations of the Service. Our service is committed to protecting our environment to ensure a sustainable future for our children. This involves educators, children and families working together to protect our environment to ensure a sustainable future.

Management will:

- Network with the local community to keep up to date with current practices and ideas for sustainability. This may include water tanks, energy audit, and converting to water saving taps.
- Encourage educators, families and children to engage in innovative practices and appreciate the natural environment.
- In reviewing policies and procedures within the Service we will endeavor to find more sustainable outcomes.
- Where possible electronic communication will be used to reduce paper use throughout KICS.
Eg newsletters, billing and other communication needs.
- Source resources and materials from second hand stores or donations to use within the Service.
- Provide training on sustainable practices through professional workshops.
- Ensure sustainable practices are incorporated into the daily routine. These will include:

| Sustainable Practice | Ideas |
|-------------------------------|---|
| Recycling | <ul style="list-style-type: none"> - Recycling paper and rubbish - Reuse of shredded paper |
| Gardening | <ul style="list-style-type: none"> - Planting vegetables, herbs and fruits - Use of mulch - Use of compost bin - Worm Farm - Give food scraps to worms or the animals - Educating children and have them participate in 'garden to plate' activities. Educating children about seed sprouting, weeding, vegetable gardens, cooking etc. |
| Energy Conservation | <ul style="list-style-type: none"> - Turn off lights and switches when not in use |
| Water Conservation | <ul style="list-style-type: none"> - Using half flush on the toilet - Turning off the water when not in use - Raising awareness of being water wise - Use of water in troughs on the garden |
| Natural Resources & Equipment | <ul style="list-style-type: none"> - Caring for living things - Care of indoor and outdoor plants - Reusing natural materials – trees, blocks, boxes etc - Educating children in the natural decomposition cycle through exposure and participation in worm farms and composting food scraps |

Educators will:

- Incorporate recycling as part of everyday practice at the Service. Recycling stations will be provided.
- Role model sustainable practices.
- Discuss sustainable practices with the children and families & local community as part of the program.
- Provide information to families on sustainable practices that are implemented at the Service and encourage the application of these practices in the home environment.
- Use a worm farm/composting bin/ to reduce food waste in the Service. Children will be encouraged to place food scraps into separate containers for use in the worm farm or composting bin. Educators will discuss with the children and families, which scraps worms can eat, which foods can be composted. The children will be involved in maintaining the worm farm and compost bin.
- Role model energy and water conservation practices of turning off lights and air-conditioning when a room is not in use, emptying water play containers onto garden areas.



- Seek to purchase equipment that is environmentally friendly where possible. Educators will reduce the amount of plastic and disposable equipment they purchase and select materials that are made of natural materials.
- Use the concept of “reduce, re-use and recycle” which will become part of everyday practice for both children and educators to build lifelong attitudes towards sustainable practices.

Sources

The Business of Childcare, Karen Kearns, 2004

Education and Care Services National Regulation, 2018 - <https://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

National Quality Standards - <https://www.acecqa.gov.au/nqf/national-quality-standard>

Early Years Learning Framework - <https://docs.education.gov.au/node/2632>

Department of Sustainability, Environment, Water, Population and Communities – www.environment.gov.au

Early Childhood Environmental Education Network (ECEEN) - www.eceen.org.au

Little Green Steps – www2.canterbury.nsw.gov.au/LittleGreenSteps/little-green-steps-report.pdf

EYLF links

Outcome 2 – Children become socially responsible and show respect for the environment.

Links to other policies and procedures

Sustainability procedure

Water Play policy

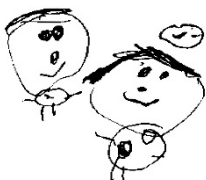
NQS

| | | |
|------|-------|---|
| QA 3 | 3.1 | The design of the facilities is appropriate for the operation of a service. |
| QA 3 | 3.2 | The service environment is inclusive, promotes competence and supports exploration and play-based learning. |
| QA 3 | 3.2.3 | The service cares for the environment and supports children to become environmentally responsible. |
| QA 5 | 5.2.1 | Children are supported to collaborate, learn from and help each other. |
| QA 6 | 6.1.1 | Families are supported from enrolment to be involved in the service and contribute to service decisions. |
| QA 6 | 6.2.3 | The service builds relationships and engages with its community. |

Regulations

| | |
|-----|---|
| 113 | Outdoor space – natural environment |
| 168 | Education and care services must have policies and procedures |





Kangaroo Island Children's Services Inc

Enriching life's journey

50 Buller Street,
Kingscote SA 5223
P: 8553 2436 F: 8553 2483
E: kics.info3@schools.sa.edu.au
W: <http://www.kangaroocsc.sa.edu.au>

Outreach sites:
Long Day Care
Penneshaw Kindergarten,
Penneshaw SA 5222

Out of school and Vacation Care

Kingscote Campus, Kingscote SA 5223

All bookings: 8553 2436

Water Safety Procedures

Educators will:

- Provide continuous and close supervision at all times – an educator must be in close proximity, not simply in the general area
- Ensure that water play experiences offered are age and developmentally appropriate
- Ensure that Sun Smart principles are applied
 - Set up experiences in shade
 - Wear protective clothing
- Set up activities in clearly visible areas
- Complete a risk assessment for any new proposed water experience or excursion that may include a water hazard.
- Empty all water troughs/containers when unattended
- Ensure safe hygienic practices are adhered to all times
- Store water play equipment safely in a manner not to collect water
- Support children to change clothing after water play if needed
- Ensure that hoses are stored appropriately to eliminate tripping hazards
- Be conscious of water conservation in daily routines and practices
- Recycle water for use in the garden whenever possible
- Be role models for children about the conservation of water
- Educate children about water conservation during play experiences
- Ensure that taps are correctly turned off
- Be proactive in the catchment of water
- Ensure families are informed of any excursions that may include water hazards and the steps taken to ensure the safety of all persons who attend.

Parents/Carers will:

- Be asked to supply a change of clothing for children in case they become uncomfortably wet during water play experiences



Government of South Australia
Department for Education and
Child Development