



**Kirton Point**  
**Children's Centre**  
for Early Childhood  
Development and Parenting

### **Change of details**

If you have a change to any details such as address, phone numbers, emergency contacts, people who have authority to collect your child, or health details please complete the appropriate form which is available at the front desk.

### **Special Occasions and Celebrating Birthdays**

We appreciate that birthdays are very special occasions for children and are acknowledged in the Centre by staff and other children by making a birthday crown and singing happy birthday. We ask that birthday cakes and other treats are not brought to the Centre as part of your child's birthday celebrations, as some children may have nut or food allergies. This also ensures Centre practice adheres to the guidelines in our Healthy Eating Policy. If you would like to bring any healthy food items in, please talk to a staff member prior to your child's birthday.

### **Personal Situations**

Changes and stresses in your family can impact your child. Staff want to work in partnership with you to support your child. Please talk to a staff member to share such information.

### **Lost Property**

Preschool lost property is placed on the shelf in the foyer. Every 2 weeks any unclaimed items will be taken to the Op Shop. Staff will return belongings to your child wherever possible, and having belongings **labelled** with your **child's name** assists staff.

Occasional Care lost property items will be placed in a basket at the front desk. Any unclaimed items will be taken to the Op Shop at the end of each term.

### **Addressing concerns**

We understand that at times there may be concerns families raise and we work in partnership with families to address these concerns. At KPCC we work with families to resolve concerns or complaints, following a process that is founded on fairness, impartiality, accessibility, respect and responsiveness.

The four step process involves:

1. Contacting staff at KPCC to discuss your concerns
2. Contact the Port Lincoln Education Office (Phone: 8682 0700)
3. Families are able to contact the Education Complaint Unit 1800 677 435
4. If issues remain unresolved, contact the SA Ombudsman 1800 182 150

### **First Aid**

All minor accidents requiring basic first aid are treated by staff. Staff record all first aid incidents in a first aid record book. A note is then written next to your child's name on the sign-in sheet requesting parents to speak to a staff member and to sign the first aid record book. If your child suffers a knock to the head, any head injury or other significant injury, staff will contact you.

### **Emergency Management Plan**

Emergency Drills (Evacuations and Invacuations) are practised termly. In the event of a fire the evacuation points are the Stevenson St gate and the Kirton Point Primary Primary School oval. Emergency procedures are in place for Fire, Bushfire, Medical, Personal Threats and Bomb Threats. These procedures are located around the Centre for easy access.

If you would like a copy of the Centre's Emergency Management Plans, please see staff at the front desk.

*Copies of our policies and procedures are available at the front desk.*