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Home



Find out more about our goals and our focus in our philosophy statement (PDF 252KB)
(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/minlaton_philosophy_2.pdf).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. See volunteering in schools, preschools and children's centres

(<https://www.decd.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 twice a term to ensure the smooth running of the preschool. Read through what a governing council does

(<https://www.decd.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: Miss Louise Hanrahan

Phone: (08) 8853 2301

Fax: (08) 8853 2325

Email: dl.2686.leaders@schools.sa.edu.au

Street address: 1 West Terrace Minlaton SA 5575

Postal address: 1 West Terrace Minlaton SA 5575

What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

Preschool program

Times

Your child can attend preschool for up to 15 hours per week.

Children attend for 5 days over 2 weeks. They attend 2 days in odd weeks and 3 days in even weeks. Week 1 of every term begins with a 2-day week.

Monday	Tuesday	Wednesday	Thursday	Friday
–	8.45am to 2.45pm alternate weeks	8.45am to 2.45pm	8.45am to 2.45pm	–

Fees

The parent contribution is \$320 per year. See our enrolment and fees page (<https://www.preschools.sa.gov.au/minlaton-district-early-learning-centre/getting-started/enrolment-and-fees>) for more information.

What to bring

Children need to bring these items each day:

- large bag to fit all their belongings
- change of clothes
- drink bottle containing water
- healthy snack in a snack box
- packed lunch in a separate container
- message pocket (this will be provided at the beginning of the year).

Children should wear old clothes with easy fastening so they can get dirty and go to the toilet by themselves. Clothing must be sun-smart and cover children's shoulders. Shoes should be suitable for running and climbing.

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

What not to bring

Children should not bring these things:

- hat (we will give your child a wide-brimmed kindy logo hat when they are enrolled)
- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home.

Bus service

Minlaton District (<http://www.minlatonds.sa.edu.au/>) School (<http://www.minlatonds.sa.edu.au/>) provides a bus service for children living outside of Minlaton and in surrounding towns. Please speak with the school for a bus approval form. See our bus travel procedure (PDF 59KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/minlaton_bus-travel.pdf) for more information.

Additional information

Children's unnamed belongings will be placed in the lost property box near the entrance. Please check this often. At the end of each term, unclaimed items will be given to charity.

Your child can learn to save money with Bank SA. On Tuesday mornings, bank staff collect bank books from the kindy and deposit children's money into their bank accounts.

Please read our drop-off and pick-up procedure (PDF 10KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/minlaton_drop-off-and-pick-up.pdf).

Occasional care

Occasional care is for children under school age who aren't in any other early childhood education and care programs, such as preschool, child care or family day care. It promotes young children's development by giving them access to high-quality early childhood education.

It may help parents to take part in a range of activities including non-work and casual work commitments.

Priority of access

The education department has a priority of access policy (<https://www.education.sa.gov.au/parenting-and-child-care/your-childs-education/childcare-and-preschool/occasional-care>) to decide who can get into occasional care. This might mean that some families get more sessions than others.

Talk to us about enrolling in occasional care.

Times

Children generally can go to 1 session a week.

Children under 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	–	–	8.45am to 11.30am

Children over 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	–	–	8.45am to 11.30am or 12.15pm to 3.00pm

Cost

This program costs \$5 per session and \$2.50 for siblings.

If you have an Australian Government Pensioner Concession or Health Care Card, the cost is \$1.50 per session and 75 cents for siblings.

What to bring

Children need to bring:

- bag
- change of clothes
- broad brimmed hat
- drink bottle containing water
- healthy snack
- nappies and wipes if required.

Children's clothing must be sun-smart and cover their shoulders. Sunscreen should be applied at home before they arrive. In cold weather children should be dressed in warm clothing for outside play. We can order a hat with your child's name embroidered on it.

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

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, juice or flavoured drinks).

Additional information

If your child cannot attend a booked occasional care session a cancellation needs to be made. We have an answering machine so you can call anytime of the day or night to let us know of your cancellation. This allows us to then contact other families who may be on the waiting list.

If you do not advise us of your cancellation your full booking rate will be charged. See our occasional care acknowledgement (PDF 56KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/minlaton_occasional_care.pdf) for more information.

Playgroup

Our parent and caregiver supported playgroup is run every week. It is an informal session where mums, dads, grandparents, caregivers, children and babies meet in a relaxed environment and spend time learning together. Activities include music and singing, imaginative play, outdoor and free play, art and craft and outings.

Parents and caregivers are responsible for the supervision and activities of their child. We ask that you clean up at the end of the session.

No child is too young for playgroup. All children from 0–5 years old are welcome.

Times

Playgroup is on Monday morning, 9.30am to 11.30am.

Cost

This program costs \$1 per child over 1 year old and is payable on arrival at each session.

A Playgroup SA (<http://playgroupsa.com.au/>) membership is also required which includes personal insurance cover and discounts. New members can attend playgroup for 2 weeks as a trial before they are required to pay the membership fee. See Playgroup SA (<http://playgroupsa.com.au/>) to become a member.

What to bring

Children need to bring:

- bag
- change of clothes
- drink bottle containing water
- healthy snack
- nappies and wipes if required.

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.

Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

Priority will be given to children living in our catchment area (<https://www.preschools.sa.gov.au/minlaton-district-early-learning-ctr#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

Before your child starts

We will contact you in term 4 with dates for pre-entry transition visits as well as a family information session which will have an opportunity to ask questions.

Before they start preschool your child can come to pre-entry transition visits. These will be in term 4 and will be a chance for your child to meet the staff and other children.

Fees

We ask you to contribute towards the cost of your child attending preschool.

The parent contribution is \$320. This is set each year at the governing council annual general meeting. You can choose to pay the total amount at the beginning of the year or speak with us to pay via instalments of \$80 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>) or via another payment plan.

We offer other programs that may have additional costs (<https://www.preschools.sa.gov.au/minlaton-district-early-learning-ctr/getting-started/what-we-offer#minlatonprograms>).

When to pay

We will invoice you by March via your child's message pocket.

Full payment is due during term 1 or each term if you are paying via instalments.

Please contact us if you are having difficulty paying.

How to pay

Cash or cheque

You can pay cash or cheque at the kindy. If you are paying by cash or cheque, please put the money or cheque in a sealed envelope with your child's name on the front. Put the envelope in the payments box on the shelf in the front entrance.

EFT information

You can pay by direct deposit.

BSB: 105064

Account number: 261136940

Please put your child's name in the notes as the reference.

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>).

Plans and reports

National Quality Standard rating

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



Overall Rating: Exceeding NQS

Quality Area Ratings

- | | | |
|----------|--|---------------|
| 1 | Educational program and practice: | Exceeding NQS |
| 2 | Children's health and safety: | Meeting 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: | Meeting NQS |

Rating for: Minlaton District Early Learning Centre

Rating issued: September 2016

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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 17,833KB)
(https://www.preschools.sa.gov.au/sites/default/files/minlaton_qip.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/2686_AnnualReport.pdf)

undefined

Philosophy

The Minlaton District Early Learning Centre values the uniqueness of each child and their families.

Our centre fosters caring relationships and the development of life-long skills through fun, messy and challenging play-based learning.



Developed 2017

Reviewed April 2018



MINLATON DISTRICT EARLY LEARNING CENTRE **ANAPHYLAXIS and ALLERGY POLICY**

Minlaton District Early Learning Centre is committed to ensuring that children in our care are provided with the best possible care.

This policy is done in accordance with Education and Care Services National Regulations. The regulations relating to this policy include:

- Regulation 90 – Medical condition Policy
- Regulation 91 – Medical conditions policy to be provided to parents
- Regulation 94 – Authorisation requirements – Anaphylaxis or Asthma emergency
- Regulation 136 – First Aid Qualification
- 173 – Prescribed information to be displayed

With children that have an allergy or anaphylaxis reaction to a certain product, every step will be taken to ensure that children are not exposed to that allergen while in the centre

Minlaton District Early Learning Centre will take the following action to reduce this risk:

1. Obtain medical information

- This information will be required from the parent on enrolment. The parent will need to provide the ASCIA action plan for allergic reaction/anaphylaxis, which has been completed by a register doctor or medical practitioner and it will include the following information
 - Clear identification of the child – photo must be present
 - Documentation about the allergic triggers
 - Documentation of the first aid response including the medication required
 - Identification and contact details of the doctor/medical practitioner that signed the document.
- On enrolment parents will be asked to sign a consent form that will give the centre permission to display a photo of their child to enable all staff, parents and children that there is a child that has an anaphylaxis reaction, what the reaction is to, and then that steps need to be taken to assist the child.
- Every child with an allergen will have an anaphylaxis management plan, which is done in conjunction with the staff and the enrolling child's family.
- Parents will be responsible for providing the action plan and medication and ensuring that the medication provided has a current expiry date.
- Staff will ensure that the plan is reviewed regularly, and always at the time of transition.
- Caregivers will be reminded on an annual basis of this policy to ensure ongoing compliance.

2. Education of educators

- Recognition of the risk and understanding the steps that can be taken to minimise anaphylaxis by all those responsible for the care of children in the centre, are the basis of prevention.
- Staff in the centre are to be trained in Anaphylaxis Awareness. Certificates of completion will be stored in staff files.

3. Practical strategies to avoid exposure to know triggers

- Avoidance of specific triggers is the basis of anaphylaxis prevention. Appropriate avoidance measures are critically on education of children, staff and parents.
- The centre has a sign at the door to remind caregivers each day of which foods (nuts, eggs) that are not to be brought into the centre, if there is currently any children in the centre with an anaphylaxis reaction.
- For children that have an allergen to other products, when this allergen is identified, it will be removed where possible from the centres environment. – egg carton removed if egg allergy.
- When the allergen is environmental, eg bee stings – educators will have access to children's medication (on hand)
- All children and staff will wash their hands on entering the centre and after food consumption.
- Children with an anaphylaxis reaction will not be excluded from any activities that are undertaken within the centres environment, unless directed by the parent, or unless it is going to have a detrimentally effect on the child's health.

4. Age appropriate education of children with severe allergies.

- We recognise the importance of parents having the responsibility of teaching children about allergies, the centre recognises that it has a responsibility to ensure a safe environment of all children.

5. Food Policy measures

- We will ensure that the following measures take place
 - There will be no trading or sharing of food, food utensils or food containers
 - Items for the children's use will be clearly labelled.
 - The use of food in regard to cooking classes or science experiments will be restricted when a child with an allergen is present.
 - Food preparation will have measures to prevent cross contamination during the handling, preparation and serving of food.
- Refer to the Food Safety Policy and Healthy Eating and Nutrition Policy for more information on general safety measures undertaken within the centres environment.

6. Storage of medication

- Children's medication will be stored in the cupboard near the office. In a clearly labelled container.
- Medication consent and medication administration records will be kept with the medication.
- Parents will be notified as soon as possible that emergency medication has been administered to their child.

Policy information sourced from

1. ASCIA Guidelines for Prevention of food anaphylactic reactions in schools, Preschools and Child care.
2. Education and Care Services National Regulation 2012
3. Allergy and anaphylaxis aware – checklist for education and children's services.
4. Managing Anaphylaxis in child care settings
5. Australasian society of clinical immunology and allergy – www.allergy.org.au

Chairperson, Governing Council

Centre Director

Policy Creation Date:
June 2015

Policy Reviewed:
September 2018

Next Policy Review Date:
June 2020



MINLATON DISTRICT EARLY LEARNING CENTRE **GUIDING CHILDREN'S BEHAVIOUR POLICY**

Documented guidelines regarding behaviour and guidance for children help ensure that children, families and staff have a safe environment, and consistency and clarity around acceptable behaviour and guidance measures that will be implemented.

As a staff team we believe:

- All children have the right to feel secure and to learn and develop in a psychological and physically safe, environment
- Children have a right to express their feelings and to be supported to develop positive behaviours that underpin the development of relationships with peers and adults
- Effective communication and learning occurs when families and educators work together to develop common goals for a child's well being, learning and development.
- That the consideration of children's individual, and contextual needs are crucial to successful learning and the development of positive behaviours
- That family consultation is valued and their individual perspectives respected
- Children have the right to be supported by educators who model appropriate behaviours and ensure consistent limits are set
- No child should be made to feel rejected, insecure, embarrassed or ashamed

We understand that a child's behaviour, whilst attending our Centre, may be affected by:

- Age and development
- General health and wellbeing
- The layout and organisation of the play and learning environment, including the physical indoor/outdoor settings, the weather, the time of year, time of day
- Caregiving strategies and practices, including how these strategies are implemented
- Relationships with other children and adults
- External factors, such as relationships, family considerations, home life, school or peer group experiences, media and traumatic events.

As a staff team we promote positive behaviour and interactions by:

- Planning for and providing an environment that promotes a sense of belonging, being and becoming and provides enhanced opportunities for learning through play
- Ensuring that limits set are reasonable and understood by all children and adults
- Providing an enriching and engaging program that enables each child to experience success, a sense of wellbeing and gives opportunities to express feelings through sensory and other forms of play
- Using positive verbal and non verbal guidance
- Demonstrate empathy and sensitivity to each child being mindful of the variety of factors that influence behaviour
- Planning enabling opportunities for the development of skills including resilience, agency, entry and exit skills when playing, appropriate risk taking, conflict resolution, independence, leadership, respect for others and communication
- Interacting positively, using positive language and acknowledging and modelling respectful behaviour
- Valuing children as individuals within their family and cultural context
- Involving children in goal setting, developing group norms and the development of behavioural expectations and consequences
- Intentional teaching of appropriate behaviours and play skills, building on each child's strengths and achievements and providing choices when possible
- Encouraging open two way communication with families to ensure that each child's rights are met

We will respond to challenging behaviours by:

- Reminding children of expectations and limits and the reasons for these
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately
- Using Restorative Justice practices that support children to empathise with others and restore relationships
- Communicating with and involving families at the earliest opportunity to work together positively to assist the child's wellbeing and learning
- Assessing individual children's learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours
- Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services
- Being aware of our limitations and seeking assistance when required
- Withdrawing children when they are at risk of hurting themselves or others, ensuring that an adult is with them all the time

Governing Council Chairperson**Centre Director****Policy Creation Date:**
June 2014**Policy Reviewed:**
May 2018**Next Policy Review Date:**
May 2020



MINLATON DISTRICT EARLY LEARNING CENTRE **IMMUNISATION and ILLNESS POLICY and PROCEDURE**

At Minlaton District Early Learning Centre we encourage all parents/guardians to ensure children are given age appropriate immunisations by health professionals.

- If for cultural or medical reasons a family does not wish to immunise their child, the staff will advise the family when there is an outbreak of a contagious disease and suggest they not bring their child to the centre whilst there is an outbreak.
- If the family still wish to bring their child, the family is requested to sign a letter which states the health risks of bringing their child to the centre during this time, have been fully explained and the child will attend at their own risk.

PROCEDURES

Immunisation

- Parents are asked to provide on the enrolment form the child's medical history including immunisation details and these are discussed on enrolment.

Immunisation requirements

- To be eligible for Child Care Benefit, children must meet the immunisation requirements if they are under the age of seven.
- To meet the requirements, your child must be;
 - fully immunised or is up-to-date according to the Australian Standard Vaccination Schedule; or
 - on a catch up vaccination schedule, or
 - you have an approved exemption for your child (see below).

Approved Exemptions

Your child is exempt from the immunisation requirements in the following circumstances:

- you have been told by your doctor about the benefits and risks of immunising your child and you have a conscientious objection to immunising your child – your child's doctor or a recognised immunisation provider will need to complete a 'Medical Contraindication' form,
- immunising your child with a particular vaccine is medically contraindicated,
- the child has a natural immunity to a disease,
- a vaccine is temporarily unavailable and this is specified in writing by a recognised immunisation provider or relevant authority,
- you or your partner are a member of the Church of Christ Scientist and you have a letter from an official of the Church advising that you are a practising member of the Church.

Records

- Staff will ensure records are routinely updated to provide the most recent medical history.

Illness and Medication Notification

- Parents are requested to inform Centre staff of any illness, medical condition or medication in relation to their child.
- The Centre will inform parents (via newsletters/notices/other communication structures), of any childhood diseases reported, symptoms to look for and the length of time the child needs to stay away from the centre if the disease is contracted.

Exclusion Period

- If a child is unwell at home parents/guardians are asked not to bring the child to the Centre.
- Parents will keep the child with an infectious or potentially infectious disease away from the Centre for an appropriate exclusion period.
- The exclusion period is based on the time the person with a specific disease or condition might be infectious.
- Some diseases require a medical certificate before the child or adult can be readmitted to the centre.
- Children with vomiting and diarrhoea may not return to the Centre until 24 hours from their last occurrence of vomiting or diarrhoea.
- If a child has not been medically vaccinated ('not medically vaccinated' includes children who may have been naturopathically or homeopathically vaccinated), the child will be excluded from the Centre during outbreaks of infectious diseases (such as measles and pertussis), even if the child is well.

Minlaton District Early Learning Centre requires children, staff and any other adults who display symptoms of an infectious disease or illness, other than the common cold, to be removed from the Centre as soon as possible.

Senior staff will make the initial decision regarding this exclusion from care.

National Health and Medical Research Council Guidelines for exclusion shall apply to the following conditions:

- Bronchiolitis
- Bronchitis
- Campylobacter infection
- Cold sores (Herpes)
- Conjunctivitis
- Croup

- Cryptosporidiosis
- Diarrhoea
- Ear Infections
- Fungal Infections of skin and nails (Ringworm, Tinea)
- Giardiasis
- Haemophilus influenza Type B (Hib)
- Hand, Foot and Mouth Disease
- Head lice
- Hepatitis A
- School sores (Impetigo)
- Influenza
- Measles
- Meningitis
- Meningococcal infection
- Mumps
- Norovirus
- Pertussis (Whooping Cough)
- Pneumococcal disease
- Rotavirus
- Rubella (German Measles)
- Salmonellosis
- Scabies
- Shigellosis
- Streptococcal sore throat
- Tuberculosis (TB)
- Chicken Pox (Varicella)
- Gastroenteritis (viral)

Staff exclusion

Infected workers may be excluded from the Centre for the appropriate exclusion period.

In the case of serious ill health or hospitalisation the staff member will require a medical certificate from their medical practitioner or specialist, verifying that their recovery is sufficient to enable their return to the Centre.

Pregnant Workers/Parents and Infectious Diseases

Pregnant parents will be made aware of how some diseases can affect their unborn child and relevant information displayed in areas visible to families.

The Director will give pregnant child care professionals more detailed information.

Notifiable Disease

The Director will notify public health workers at the South Australian Health Commission in the event of an outbreak of certain disease.

Parent Information

The Centre will provide parents, information about common childhood illnesses and specific centre procedures, including exclusion based on the National Health and Medical Research Council Guidelines as necessary.

For further information refer to the 'Staying Healthy in Child Care' folder for exclusion periods and other details.

Staff

All adult workers and volunteers at the centre should be aware of their immunisation status and ensure they are up to date, especially as they are working in an 'at risk' environment.

Staff are encouraged to consider additional immunisations as recommended.

References

- Staying Healthy Preventing Infectious Diseases in Early Childhood Education and Care Services, 5th Edition, Australian Government publishing service, Canberra 2013
- National Health and Medical Research Council Exclusion Guidelines
- www.familyassist.gov.au website
- Australian Childhood Immunisation Register
- SA Health Communicable Disease Control Branch Immunisation Section Government SA

Governing Council Chairperson

Centre Director

Policy Creation Date:
November 2008

Policy Reviewed:
September 2018

Next Policy Review Date:
September 2020



MINLATON DISTRICT EARLY LEARNING CENTRE

HEALTHY FOOD AND NUTRITION POLICY

Rationale

This centre promotes safe, healthy eating habits for all children attending the site.

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

- educators at this centre 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
- parents will inform educators of any food allergies your child may have

This food policy has been established after consultation with educators and parents within the preschool community.

Curriculum

Our site'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
- integrates nutrition across the curriculum where possible
- relates to the Early Years Learning Framework and National Quality Standards

The learning environment

Children at our centre:

- have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day
- are encouraged to bring their own named drink bottle
- will eat routinely at scheduled break times
- eat in a positive, social environment with educators who model healthy eating behaviours
- use the preschool garden to learn about and experience growing, harvesting and preparing nutritious foods

Our centre:

- understands and promotes the importance of breakfast and regular meals for children
- teaches the importance of healthy meals and snacks as part of the curriculum
- encourages healthy food and drink choices for children in line with the Right Bite Strategy (eating more from the green area and less from the orange and red areas)
- we observe the 2hr – 4hr rule in relation to food storage as recommended by SA Health (food is OK to use for up to 4 hours when stored between 5°C and 60°C)
- is a breastfeeding friendly site

Food Supply

Our centre:

- displays nutrition information and promotional materials about healthy eating
- has the following guidelines for families for food brought from home or provided by educators within preschool time

Snack Time:

Parents and carers are encouraged to supply (in a named snack container) fruit (pre-cut saves waiting for an adult to cut), vegetables or healthy foods such as cheese and biscuits or a sandwich at snack time to:

- provide children with important minerals and vitamins
- encourage a taste for healthy foods
- encourage chewing which promotes oral muscle development

Foods unsuitable for snack time:

- Packaged foods, cakes and sweets
- Cordials and sweetened fruit juices are not allowed

Lunch Time:

- A healthy lunch box could include a sandwich, fruit, yoghurt, vegie sticks etc.
- Please reduce the inclusion of "red foods"

- Parents are encouraged to follow the above guidelines and ask educators if they have any issues

Food and drinks provided to children:

- The centre will provide opportunities for children to take part in cooking activities. These activities will promote healthy eating

Birthday Celebrations

- If families choose to bring along food to share we ask that they consult educators prior to the event.

Food safety

Our centre:

- promotes and teaches food safety to children as part of the curriculum
- encourages educators to access training as appropriate to the Healthy Eating Guidelines
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and educators

Food-related health support planning

Our centre:

- 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 & industry

Our centre:

- invites parents and caregivers to be involved in the review of our Healthy Food & Nutrition policy
- provides information to families and caregivers about the Right Bite Strategy and Healthy Eating Guidelines through a variety of ways including:
 - newsletters
 - policy development/review
 - information on enrolment
 - pamphlet/poster displays

Governing Council Chairperson

Centre Director

Policy Creation Date:
2012

Policy Reviewed:
August 2018

Next Policy Review Date:
August 2020



MINLATON DISTRICT EARLY LEARNING CENTRE **HOT WEATHER POLICY**

The policy recognises that children are at greater risk of suffering from heat illness than adults. A child's ability to respond to environmental heat and acclimatise to heat is due to physiological differences. "Children sweat less and get less evaporative cooling than adults. In warm and hot weather they have greater difficulty getting rid of heat; they look flushed, and feel hotter and more stressed than adults"

Source "Sports Medicine Australia", refer to: www.sma.org.au/wp-content/uploads/2009/05/beat-the-heat-2008-email-version.pdf

Crucial to this policy is:

- All employees including leaders must take reasonable care to protect their own health and safety and that of others in our preschool.
- We need to ensure strategies are in place to reduce the risk of heat illness or burn injuries

Our role is to:

- Ensure reasonable steps are taken to identify risk and every reasonable precaution is taken to protect children from harm and hazards.
- Provide a comfortable and safe environment for all children.
- Ensure heating and cooling equipment are provided and maintained to ensure a comfortable temperature for children
- Adhere to Sun Protection Policy and advice from the Cancer Council.
- Check all surfaces in the centre ensuring children are not a risk of burn injuries.

We will use the following strategies to reduce the risk of heat illness in children by:

- Providing shaded areas. Activities conducted in periods of hot weather are to be undertaken in shaded areas.
- On very hot days we will move or remove that equipment that is placed in the sun.
- Ensuring children are frequently offered water. Staff will top up children's water bottles as required.
- Encouraging parents to dress children in appropriate clothes and ensuring children's jumpers are removed when it is hot.
- As our preschool has effective cooling we do not have an Early Dismissal Clause.
- Our Bush Fire Procedure which states our preschool is open on days deemed "Catastrophic". Although buses will not be running.

References

Sports Medicine Australia - www.sma.org.au/wp-content/uploads/2009/05/beat-the-heat-2008-email-version.pdf

DECD Guidelines for Developing a Preschool Hot Weather Policy

National Quality Standards - Standard 2.3.2 Children's Health and Safety.

Cancer Council of SA, refer to: www.cancersa.org.au/aspx/sunsmart.aspx

Chairperson, Governing Council

Centre Director

Policy Creation Date:
July 2011

Policy Reviewed:
March 2018, March 2020

Next Policy Review Date:
March 2022

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MINLATON DISTRICT EARLY LEARNING CENTRE HEALTH CARE AND MEDICATION POLICY

Minlaton District Early Learning Centre has a duty of care to ensure that all persons are provided with a high level of protection during the hours of the service's operation.

Responsibility for provision of health care information

Parents and guardians retain primary responsibility for ensuring that education and childcare services have relevant health care information about their child. If up-dated health care information is not provided as requested, education and childcare workers can provide only first aid assistance, in accordance with their training.

Health care plans: Information from health professionals

If a child will need individual health support, the service should ask the family to obtain a health care plan from the relevant treating health professional. A health care plan outlines recommendations for routine and emergency health care, in the education or childcare setting, for a specified period of time. It should be authorised by the treating health professional and signed and released by the parent, guardian or adult student.

Medical Action Plans

Where a child has **any diagnosed medical condition** that may require medication including over the counter medications parents/caregivers are required to have their GP complete: a Medical Information form, Individual First Aid Plan and Medication Authority to be stored at the centre. These plans are to be reviewed on a yearly basis or as needed. These forms can be collected from a staff member before going to the GP.

Medication such as asthma puffers and epi-pens are to be brought to the centre each time the child attends, given to a staff member and collected at the end of a session. Arrangements can be made to leave these at the centre for the duration of the child's time at Kindergarten.

Requests for storage and administration of medication

All medication prescribed and over-the-counter will only be accepted with a completed Medication Authority by a Prescribed Health Professional (Medical Practitioners, GPs, Specialists, Dentists, Optometrists, Nurse Practitioners, Pharmacists).

Medication that has to be taken 3 times per day can be taken before and after Kindergarten, and at bedtime. This means that it doesn't need to come to the centre at all.

Definition of medication

The term 'medication' can be defined either as prescribed or non-prescribed. For the purpose of this policy, 'prescribed' medication is:

- Authorised by a health care professional; and dispensed by a pharmacist with a printed label, which includes the name of the child being prescribed the medication, the medication dosage and expiry date. Examples of prescribed medication include antibiotics; Ventolin for asthma.
- All medication that does not meet the criteria for prescribed medication, can be considered non-prescribed. This includes over-the-counter medication; medication dispensed by a naturopath or homeopath; or considered complementary or alternative such as vitamins and cultural herbs or remedies. Examples of non-prescribed medication include topical or antifungal creams for nappy rash or eczema; antihistamine for an allergy; or teething gel.

Storage of medication

Medications must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.

Storage should be secure with clear labelling and access limited to the staff responsible for medication storage and supervision.

Safe storage of medication requires, therefore, as a minimum standard, that the medication is:

- prescribed by a doctor
- provided by the parent or guardian
- within the expiry date of the product delivered to staff as a daily supply (except in long-term continuous care arrangements). This might require the family to organise a second labelled container from the pharmacy for safe storage at home
- provided with a Medication Authority by a Prescribing Health Professional and Medication Record signed by a child's Parent/Guardian. These instructions must match those printed on the product packaging.

Supervision of medication

Everyone supervising medication needs to ensure that:

- the right child
- has the right medication
- and the right dose
- by the right route (for example, oral or inhaled)
- at the right time
- write down what they have observed.

A Medication Authority must be provided by the prescribing health professional to assist staff with safe supervision of medication. This includes over the counter medication as well as prescription-only medication.

The only exception is where medication is included in a first aid kit for use in a standard first aid procedure.

A child or student should not take his or her first dose of a new medication at the centre: the child should be supervised by the family or health professional in case of an allergic reaction.

Administration of medication

In this service, medication is administered to a child by a staff member.

- The service will endeavour to ensure that staff/carers are witnessed by another person when administering medication to children. When staff are working alone staff will use the five principles of medication administration prior to administering medication. Parents will be informed wherever possible that medication will be administered by a single staff member.
- The service reserves the right to contact a health care professional if staff/carers are unsure about administering medication to a child, even if the parent or legal guardian has requested the medication to be administered.
- Staff will complete a medication record each time a medication is administered.

Monitoring after the administration of medication

All children will be monitored for a period of 10 minutes after administration of medication.

In the case of an adverse reaction staff are to refer to child's health care plan, or general first aid guidelines.

Communicating with staff/carers and families

Parents are to sight all completed medication records upon collection of their child.

Medication error

If a child or student takes the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the following steps should be followed:

- ring the **POISONS INFORMATION LINE 13 11 26**
- give details of the incident and client
- act immediately upon their advice (for example, if you are advised to call an ambulance)
- notify the child's or student's emergency contact person
- document your actions
- review medication management procedures at the worksite in light of the incident.
- Preschool Director to complete a critical incident report and an accident and injury report on IRMS.

Excursions

A first aid kit and any medications required by children will be taken on excursions with one staff member taking responsibility for the first aid kit.

Staff will also carry a mobile phone and a list of children's emergency contacts.

Staff Members Health and Medication

If a staff member has a diagnosed medical condition then they are to communicate this with the Preschool Director and WHS Rep. A Medical Information, Individual First Aid Plan and Medication Authority needs to be completed by a GP and brought to the centre. These forms will be kept securely on site so that in the event of anything happening other staff members are aware of the medication and first aid to administer. Adult medication needs to be stored appropriately, either in the first aid box in the kitchen, or securely in a handbag in the office away from children's access.

Sources: Health support planning in education and children's services DECS 2006

Governing Council Chairperson

Centre Director

Policy Creation Date:
June 2015

Policy Reviewed:
September 2018

Next Policy Review Date:
September 2020



MINLATON DISTRICT EARLY LEARNING CENTRE

SUN PROTECTION POLICY

Rationale

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major risk factor in determining future skin cancer risk.

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 UV is 3 and above does not put people at risk of vitamin D deficiency.

The Department for Education is committed to providing and maintaining a safe and healthy environment for its employees, children and visitors. This will be achieved through an effective preventative approach to the management of exposure to UV radiation and the sun.

Objectives

This Sun Protection Policy has been developed to Positive attitudes towards skin protection.

- Encourage children and educators to use a combination of sun protection measures whenever UV index levels reach 3 and above
- Work towards a safe outdoor environment that provides shade for children and educators at appropriate times
- Assist children to be responsible for their own sun protection
- Ensure families, new educators and visitors are informed of the centre's sun protection policy.

Implementation

This policy will be implemented be used during 1st August to 30th April and whenever UV levels are 3 and above: It is an expectation that all educators, children and families of Minlaton District Early Learning Centre will use the following sun protection strategies:

Information to families:

- Educators will display the days UV level near the sign on sheet and the sunscreen station informing parents and children whether hats and sunscreen need to be worn/applied.
- The Sun Protection Policy will be given to all families on enrolment and reinforced in a positive way through newsletters and noticeboards, and will be available in writing to parents on request.
- Learning about ways to protect skin from the sun will be incorporated into programmed activities and educational material is available.
- Educators and parents are encouraged to model SunSmart behaviours, (wearing sun protective clothing, sunscreen, appropriate hats, sunglasses and seek shade) whilst in the centre and participating in centre activities which is also a part of WHS.

Outdoor learning

- Staff will be encouraged to monitor UV alerts on a regular basis to guide in planning outdoor activities. This could be accessed through the Bureau of Meteorology website at www.bom.gov.au or through the SunSmart app. These sites will provide information on when and when not to use sun protection in real times.
- Children and adults will be encouraged to use shaded areas to avoid direct sun and the direct heat of the day.
- Staff will set up outdoor activities in the shade and direct children to use shaded areas, between 10.00am and 3.00pm, particularly whenever UV level is 3 and above.
- The availability of shade will be considered when planning all outdoor excursions and activities. Portable shade structures may be used if the area does not have much natural or artificial shade.
- Children and staff participating in excursions will be covered by the policy and appropriate hats, sunscreen and protective clothing should be worn on all excursions.

Hats

- The centre will provide a named bucket hat for each Kindy enrolment that is to be kept at Kindy every day. These will be available for the start of the Kindy year, therefore parents will need provide a broad brimmed, bucket or legionnaire styled hat (with no under the chin string) for Occasional Care children and when children attend the Pre Entry sessions.
- Named bucket hats are available for families to purchase for Occasional Care children.
- Suitable hats are to be worn outside at all times of the year, when the UV rays are 3 and above regardless of weather.
- Spare hats will be available for emergency use and will be individually named for the time being used.
- Hats will be washed each term and when the need arises eg. after a case of head lice or if they are visibly dirty.

Sunscreen

- Broad spectrum SPF 30+ or above is available for use by children, families and educators at the sunscreen station. If families have not applied sunscreen at home children are supervised to apply sunscreen on arrival from 8:45am.

- Sunscreen will be liberally reapplied before lunchtime to children attending a full day. Sunscreen will also be reapplied when children are outside for an extended period of time (every 2 hours) and when children are involved in water play.
- Children will be taught how to apply sunscreen liberally via a step-by-step instruction lessons during the first 2 weeks of Term 1 and then reminded again during Term 4.
- Considerations for children's individual needs are discussed by the parent with staff. Parents may provide sunscreen from home to be applied on their child.
- If a parent specifically requests that sunscreen is not applied to their child due perhaps to their cultural norms or a severe allergy, consultation with the parent will decide whether the child will be permitted to play outside. If the parent wishes their child to play outside appropriate clothing will be discussed and staff will ensure a well shaded area for their play. To ensure duty of care to the child, the parent will be notified in writing of a recommendation that precautions against harmful UV rays should be taken.

Clothing

- Children are encouraged to wear sun protective clothing with collars, longer sleeves and longer styled shorts and skirts to ensure that shoulders, neck and back are covered.
- Mid-riff and singlet tops are inappropriate clothing as they do not provide adequate protection from the sun and children wearing these types of clothes to the Centre will be provided with additional or replacement clothing to wear whilst outdoors and parents will be informed.
- Staff, parents and children are encouraged to wear sun protective sunglasses with EPF (eye protection factor) of 10 or lens category 2, 3 and 4 when it is safe and practical.

Babies

- Infants (under the age of 12 months) should be kept out of the direct sunlight as much as possible when the UV radiation is 3 and above.
- Infants should be protected using shade, clothing and hats.
- Sunscreen should be applied to small areas of exposed skin not protected by clothing or hats, for infants six months and older.

SOURCES

The Cancer Council SA – www.cancersa.org.au/sunsmart

Chairperson, Governing Council

Centre Director

Policy Creation Date:
July 2011

Policy Reviewed:
March 2018; March 2020

Next Policy Review Date:
March 2023

Governing Council

Each year at the AGM, which is held in February/March, a Governing Council Committee is elected. This committee is responsible for the decision making of this Centre. It works closely with the educators in determining the highest quality programs for our children, the maintenance and development of our Centre, its equipment, and also works within the guidelines of the Department for Education. All parents of the Centre are invited to attend Governing Council meetings, which are twice per term.

Delivering & Collecting Your Children

When travelling to and from Kindergarten by car please come into the Centre with your child to greet the educators and collect your child from educators at the end of the session. You will need to sign your child in and out of the Centre upon delivery and collection. Try not to be late collecting him/her as this upsets children who think that they may have been forgotten. If someone other than yourself is to "pick up" your child from Kindergarten, please notify educators as children will not be permitted to leave with people unknown to us.

Drop off: 8.45am Pick up: 2.45pm

We encourage independence and organisation. Oscar Organisation teaches the children how to look after their belongings and where to put them when they arrive at the centre. Please encourage your child to unpack their own bag and complete the morning routine.

Bus children will be greeted by an educator at the bus in the morning and brought inside to complete the morning routines. At the end of the day all children go to the school on the Department bus with an educator. At the school children are put on their bus for home.

Please observe No Standing and Bus Zone signs on both sides in front of the Centre.

Phone Calls

Non-urgent phone calls should be made before and after session times. Our time with the children is important and if we are called to the phone valuable teaching opportunities are lost. We have an answering machine, if you wish to leave a message out of hours. We also periodically check the mobile for SMS messages.

If your child will not be travelling on the bus please let the educators know via a phone call or SMS, not a verbal message from your child.

MINLATON DISTRICT EARLY LEARNING CENTRE

USE OF BUS PROCEDURE

In accordance with the Department for Education School Transport Policy, Principals must approve non-entitled students to travel on existing school buses under certain conditions. The Department has no responsibility to provide transport for preschool children, however preschool age children are permitted to travel on departmentally provided school buses subject to the following conditions:

- ◆ Individual approval is given in writing by the Principal controlling the bus
- ◆ there is available room on the bus; permission may be withdrawn if the bus becomes overcrowded with school students eligible for bus travel
- ◆ the bus is not involved in any additional travel
- ◆ the child is considered by the Principal in discussion with the Preschool Director to be mature enough to travel safely on the bus and without causing difficulties for the driver
- ◆ the child is met at the set down points

Parents requesting the use of a Department for Education bus from Minlaton District School require the following information and procedures to be adhered to:

- ◆ An 'Approval to use bus service' form returned and approved by Minlaton District School.
- ◆ A 'Bus confirmation form' returned to Minlaton District Early Learning Centre which confirms when your child will be on the bus.
- ◆ The child's regular bus route is to be clearly identified on the outside of their bag in the form of a colour coded tag provided by the centre.
- ◆ Parents discuss and arrange older children (siblings, relatives, friends, preferably Year 4 plus) nominated to act as a buddy and look out for them on the bus.
- ◆ Should the bus not run for any reason (eg. days of catastrophic bushfire danger) every effort is made by the school to contact parents via the parent phone contact. We ask that parents also monitor the MDS Facebook page for updates.

Arrival to Kindy by bus

- ◆ If your child has bus approval, educators will expect your child to arrive on the bus.
- ◆ If your child will not be on the bus please contact the Kindy via SMS or phone between 8:30am - 8:45am.
- ◆ Upon arrival of the bus to Minlaton District School, all Kindy children will stay seated while the school children disembark.
- ◆ When all buses have arrived a Preschool educator will assist the children from their bus to sit on the 'yellow' bus.
- ◆ Once all children are seated on the yellow bus it will take the children to the Kindy.
- ◆ Upon arrival of the bus to the Kindy, children will be escorted from the bus by a staff member into the gate.

Departure from Kindy by bus

- ◆ Upon departure children receive a colour coded bus tag on their wrist which identifies which bus they are attending. Children are accompanied by an educator on the bus, ensuring that children board the bus in a safe manner, are seated as requested by the Bus Driver and seat belts are fastened.
- ◆ When Kindy children arrive at the school in the afternoon they are met by another Kindergarten educator who assists them to assemble by the tree to wait for their bus.
- ◆ One educator assists the children onto their specific bus while the other educator supervises the children by the tree.
- ◆ Any other arrangements to get on and off the Kindy bus are discussed with Centre staff.
- ◆ Bus Drivers are advised verbally and in writing by parents and staff of the days and times children will travel on the bus.
- ◆ Any changes to regular routine arrangements need to be communicated to the Kindy either via SMS or via phone call prior to 2pm.

SOURCES: Department for Education - School Transport Policy

Chairperson, Governing Council

Centre Director

Procedure Created:
September 2016

Review Dates:
September 2018, February 2020

Policy Review Date
September 2022

Attendance

If your child is unable to attend please contact the Centre via phone, SMS, or leave a message on the answering machine. It is important that once your child is enrolled into the kindergarten program that regular attendance is maintained to develop relationships with peers and adults fostering *improved learning outcomes and increased wellbeing for individuals*.

If your child is unwell please keep them home so we can break the chain of contamination and keep our Centre infection free.