

Health and wellbeing

Administration of medication

Medication e.g. Ventolin inhalers can only be administered when the relevant consent form has been completed.

Please discuss medical requirements for your child with the Director.

Please be aware medications of any type must not be left in your child's bag.

Staff are not able to administer any other medication.

Absences

Precautions against the spreading of colds, virus infections and contagious diseases are very necessary at kindergarten.

Please keep children at home who are running a temperature, who are or have been vomiting, who have diarrhoea, or who have very obvious nasal discharge.

Please notify staff if your child is suffering from any infectious disease.

Accidents

At Kindy children have 'learning injuries' which are small injuries occurring during normal play. They can consist of small scratches, bruises and bumps. These are not recorded.

If your child has a more significant accident, we will record the details on the accident form and a note will be placed in your child's notice pocket. We will contact you immediately via phone in case of knocks to the head or serious injuries.

If not successful, we will ring your child's list of alternative contacts.

Changes in information details/confidentiality:

Please make sure you inform kindy of any changes in phone numbers, address, family situations etc.

ALL information given by parents is confidential; therefore we do not give phone numbers etc. to other parents.

If you wish to contact another child's parents for plays etc. leave a note in their child's notice pocket.

Dental Clinic

We encourage your child to visit the Dental Clinic at the Port Lincoln Hospital.

This service may incur a small fee for Kindy and Primary School aged children.

Phone: 8683 2700

Safety

In the interests of safety, you need to bring your child into the Centre to greet a staff member. At the end of the session, a staff member will say goodbye to your child when they see a responsible adult arrive. If you arrange for anyone else to bring or collect your child please notify staff (and provide their name and contact phone number). Make sure your child knows who will be collecting them. It is a good idea to introduce anyone who is collecting your child, or ask them to introduce themselves to staff when they arrive.

Please make every effort to keep to the session times when bringing and collecting children, as staff need the time before and after sessions for preparation. If you arrive early, **please stay with your child until the session begins**. To avoid unnecessary distress for your child, please ensure they are collected on time and if you are unavoidably delayed, please phone. We will ask you to speak to your child to tell them who is collecting them from kindy. This is also an important part of our Protective Behaviours Program.

Community Volunteers are welcome in our preschool. It is a DECD regulation that all volunteers provide an application for Criminal History Checks prior to commencing their voluntary work in the centre. This process ensures the safety of all who access our preschool centre.

It is important for the safety of ALL children who attend and visit the kindergarten that they are kept safe when they are on the property.

We ask that everyone help to keep the children safe by:

- Making sure that the gates are safely closed as you enter and leave
- Ensuring that only children in your care are leaving the kindergarten when you have opened the gates
- Younger siblings/children are often very quick to see an open gate and will run out
- Notify staff if you notice anything that will compromise the children's safety at kindergarten.

Parking

Please do not park on the yellow lines at the front of the kindergarten at any time. Please park at Centenary Oval

Please keep your speed at 25kph as you drive past Kindy at any time during the day.