

**Department Policies and Procedures that are implemented by Risdon Park South Kindergarten, these policies are available on request from staff.**

## **Administration of First Aid**

**Incident, injury, trauma and illness procedure**

**Dealing with infectious diseases**

**Delivery and collection of children**

**Excursions**

**Providing a child safe environment**

**Enrolment and Orientation**

**Acceptance and refusal of authorisations**

**Staffing**

**Determining the responsible person present**

**Participations of volunteers and students on practicum**

**Payment of fees**

**Dealing with complaints**