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Home



Find out more about our goals and our focus in our philosophy statement (PDF 49KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/klemzig_kindergarten_philosophy_statement.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 make sure the preschool runs smoothly. 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: Mrs Ali Hennessy

Phone: (08) 8261 2893

Fax: (08) 8266 6015

Email: dl.5660.leaders@schools.sa.edu.au

Street address: 35-37 Hender Avenue Klemzig SA 5087

Postal address: 35-37 Hender Avenue Klemzig SA 5087

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.

To support your child's continuity and relationship development we provide consecutive full days.

Group A

Monday	Tuesday	Wednesday	Thursday	Friday
8.15am to 3.45pm	8.15am to 3.45pm	–	–	–

Group B

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	–	8.15am to 3.45pm	8.15am to 3.45pm

Fees

The parent contribution is \$150 per term. See our enrolment and fees (<https://www.preschools.sa.gov.au/klemzig-kindergarten/getting-started/enrolment-and-fees>) page for more information.

What to bring

Children need to bring these items each day:

- bag
- hat
- change of clothes
- drink bottle containing water
- healthy snack
- packed lunch.

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

Dress your child in clothing that you don't mind getting dirty, as preschool can get messy. Clothing must be sun smart (PDF 48KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/klemzig_kindergarten_sun_smart.pdf) and cover shoulders, with easy fastenings so they can go to the toilet by themselves. Their shoes should be suitable for running and climbing (no flip flops, thongs or crocs).

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)
- toys from home.

Additional information

Please read our drop-off and pick-up procedure (PDF 40KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/klemzig_kindergarten_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 over 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	–	8.45am to 11.30am or 12.30pm to 3.15pm	8.45am to 11.30am or 12.30pm to 3.15pm

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 these items:

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

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

Dress your child in clothing that you don't mind getting dirty, as preschool can get messy. Clothing must be sun smart (PDF 48KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/klemzig_kindergarten_sun_smart.pdf) and cover shoulders, with easy fastenings so they can go to the toilet by themselves. Their shoes should be suitable for running and climbing (no flip-flops, thongs or crocs).

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. Upon registration present for viewing: proof of child's date of birth (birth certificate or passport), child's immunisation details, proof of child's address.

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/klemzig-kindergarten#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 3 about an orientation session. This will be a 1-hour session where our director will share preschool information and you can ask questions.

Before they start preschool your child can come to an orientation day. This 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 \$600 per year. You can choose to pay the total amount at the beginning of the year or to pay instalments of \$150 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

We offer other programs that may have additional costs (<https://www.preschools.sa.gov.au/klemzig-kindergarten/getting-started/what-we-offer#occasionalcare>).

When to pay

We will invoice you by week 1 of each term via your child's communication pocket.

Payments are due week 3 of each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Please contact us if you are having difficulty paying.

How to pay

Cash or cheque

You can pay by cash or cheque at the kindy. Cheques are payable to Klemzig Kindergarten Inc. Please put the payment in a sealed envelope with your child's name on the front. Put the envelope in the payments box near the kitchen.

EFT information

You can pay by direct deposit.

Account Name: Klemzig Kindergarten

BSB: 105118

Account number: 429043240

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>).

Reports and plans

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:** Meeting NQS
- 7 Leadership and service management:** Exceeding NQS

Rating for: Klemzig Kindergarten

Rating issued: May 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 751KB)

(
https://www.preschools.sa.gov.au/sites/g/files/net4016/f/klemzig_kindergarten_quality_improvement_plan.pdf)

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 170KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/klemzig_kindergarten_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/5660_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-uken/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.



Klemzig Kindergarten

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KLEMZIG KINDERGARTEN

SITE BEHAVIOUR CODE

National Quality Standard [5.1](#), [5.2](#) [Regulation 168 \(2\) \(i\)](#) Related Key Regulations: [155](#), [156](#)

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 socially, emotionally 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 wellbeing, 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

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, consistent 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 enables opportunities for the development of skills including resilience, 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 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
- Where a physical or emotional incident occurs between two children, parents of both children will be informed but no names mentioned.
- Withdrawing children who are at risk of hurting themselves or others, ensuring that an adult is with them at all times.
- If challenging behaviour is reoccurring a behaviour plan may be developed in consultation with families and support services.

Reviewed May 2017



Klemzig Kindergarten

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Policy Statement

KLEMZIG KINDERGARTEN

ALLERGY AWARE POLICY

At Klemzig Kindergarten we promote a healthy and safe environment. We need to promote awareness amongst children and parents/caregivers about allergic reactions suffered by certain children after coming into contact with these products. The policy also aims to alert parents to the potential severity of ANAPHYLACTIC reactions and provide information on how parents can help prevent such reactions by being aware of which products to avoid.

Parents responsibilities

- The Kindergarten must be informed of all allergies, if any, upon enrolment of a child.
- Parents and the medical practitioner of children with allergies must fill out a CARE PLAN and EMERGENCY PROCEDURE PLAN. Information on whether or not a child wears Medic Alert identification also needs to be provided.
- Parents/caregivers of an anaphylactic child must make sure the appropriate medication is made available to the Kindergarten to use in the event of an emergency.
- All medication e.g. Phenergan, Epipens used for the treatment of anaphylaxis must have clear instructions on a pharmacy label and stored in a secure location. All staff must know of its location in the event of an emergency.
- Parents /caregivers must make arrangements with staff for medication to be taken on any excursions out of the centre.
- Any suspicions of allergies the parents/caregivers have noted must be further investigated by a qualified practitioner.
- The kindergarten must be notified of any changes to a child's condition that may affect their existing care at the site.
- All children should be encouraged by his/her family (and kindergarten staff) not to accept food from anyone other than their own family.
- All families will be asked not to send snacks containing nuts of any kind to kindergarten.
- Parents are asked to ensure collage materials (eg. boxes/plastic containers) are free from possible contamination E.g. by washing thoroughly or shaking out crumbs etc.
- Parents are requested not to send cakes or chocolates for birthdays. If a child wishes to share something, non- food items such as balloons or stickers are suitable.

Staff responsibilities

- All children will be encouraged not to share food with each other and to sit down when eating.
- Kindergarten staff will supervise all children whilst eating.
- Children's lunches and snacks are to be monitored regularly by a staff member in order to assess potential risks and to educate the children on the necessity of eating 'nut free' food at kindergarten.
- In the event that a child brings a snack containing nuts, the snack will be placed in a safe place by staff and then given back to the parents at the end of the session.
- Kindergarten staff will ensure any activities provided for the Centre will be nut free (eg. cooking or seed play).
- Any food not eaten is to be placed back in lunchboxes and bags
- Empty wrappers to be placed in bins provided
- Kindergarten staff will ensure that any soaps and sunscreens used at the Centre are free from "nut oil" (eg. do not contain peanut or nut oil)

- From time to time Kindergarten staff will remind parents/caregivers and children about the policy(eg in newsletters).
- All staff will undergo required training in the use of EpiPens and managing anaphylaxis.
- Anaphylactic children need to be identified to any relief and volunteer workers and made of aware of their action plans.

Information on Allergies

Many children have allergies. If exposed, allergic reactions include hives, swollen eyes, wheezing and asthma symptoms. A few reactions however, are life threatening. Some children are severely allergic to PEANUT BUTTER, even a tiny amount could be fatal within minutes.

Children who have severe allergies to such food substances are exposed to a health risk not only when peanut products are consumed in their environment or shared with them, but from residue left on toys, play surfaces and other equipment (cross-contamination). These children are termed ANAPHYLACTIC ie suffer from ANAPHYLAXIS .

What is ANAPHYLAXIS? (A big word for a big reaction)

ANAPHYLAXIS (pronounced ana-f il-ax-is) is the most severe form of an allergic reaction that can result in death. An anaphylactic (or full body shock) can occur within seconds of exposure to an allergen or it may occur as a delayed reaction several hours after exposure. Anaphylaxis is a critical medical emergency that requires immediate treatment with adrenaline by injection to prevent permanent injury or loss of life. (Adrenaline opens up the airways and blood vessels in the body).

Safety first at Kindergarten

One way to ensure the safety of children whilst attending kindergarten is to become peanut and nut allergen aware and to develop an environment that will minimize the risk of exposure to nut allergens. In the event that accidental exposure may occur, the Kindergarten has an emergency response First Aid procedure in place.

Avoidance of peanut/nut products is the cornerstone of management in preventing an anaphylactic reaction in a child suffering from a nut allergy, your assistance is vital due to these health risks. We ask for your understanding and cooperation by not sending any snacks with your child containing NUT PRODUCTS. It is just a matter of double checking food labels before putting snacks in your child's lunchbox.

It is recommended that ALL NUTS should be avoided since most nuts are processed with peanuts and therefore cross contamination may occur. It is also possible to have an allergy to more than one kind of nut.

The following is a list of foods commonly used in children's snacks/lunches which are at risk of causing allergy:

Peanut Butter/Paste

Dips

Nutella and Hazelnut Spreads

Dunkaroos

Cereal or muesli bars

Satay flavoured rice crackers

Any nuts or products that may contain nuts

If staff are informed of anaphylactic reactions to foods and allergens other than nuts, an agreement will be formed with the parent to determine if a short term policy restricting other foods is needed to keep that child safe.

Reviewed September 2017



Klemzig Kindergarten

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CHILD PROTECTION POLICY

National Quality Standard [2.3](#), [7.1 Regulation 168 \(2\) \(h\)](#) [Related Key Regulations: 84](#)

Confidentiality will be respected at all times. Throughout all phases of the child protection process, confidentiality will be maintained and the matter will ONLY be discussed with other professionals who are responsible for ensuring the safety of all children UNLESS we are instructed to do so by DECD Incident Management Division. All staff, students and regular volunteers at Klemzig Kindergarten have up to date 'Responding to Abuse and Neglect' training. Staff have a legal responsibility to contact Child Abuse Report Line (CARL) on 131478 where they suspect abuse has occurred. Speak to the Director regarding the DECD process for making and documenting a report.

The decision to report any suspected cases of child abuse or neglect will be seen as a fundamental professional responsibility of any person employed at the Kindergarten. Please refer to the DECD Policy in the Appendix which guides the Centres procedures.

The fundamental professional responsibility of a caregiver to contact Families SA will take priority over the client / worker relationship considerations.

The kindergarten's main responsibility in this area is to ensure the safety of each and every child and support their right to feel safe and secure in their environment. We teach the "Keeping Safe: Child Protection Curriculum" and parents are informed of the ideas and concepts being introduced to their children throughout the term.

The contact person for child protection concerns in this site is the Director or other certified supervisor. All volunteers and students are to contact the Director or other certified supervisor if they have any concerns.

Sourced: Child Protection Council, 'Keeping them Safe' document by SA Government Child Protection Reform Program, Child Protection Act, Centre Governing Council & Families, Centre Staff Team, Child Protection in schools, early childhood education and care services DECD Policy

<http://www.decd.sa.gov.au/docs/documents/1/ChildProtectioninSchoolsE.pdf>

http://www.decd.sa.gov.au/speced2/files/links/Mandatory_Notifications_R.doc

Reviewed September 2016



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CLEANING POLICY

To reduce the spread of common infectious diseases or conditions among children and educators regular cleaning and disinfecting occurs.

1. Tables used for eating and food preparation will be cleaned to the highest standard using safe cleaning products before and after each meal or snack. Each term all tables and chairs are cleaned thoroughly to remove any dirt build up on chairs or table legs.
2. Kitchen will be cleaned daily and more often if necessary. Sinks, counters, and floors will be cleaned and disinfected at least daily.
3. Bathrooms and toilets will be cleaned daily or more often if necessary. Sinks, counters, toilets, and floors will be cleaned and disinfected at least daily.
4. Carpets will be vacuumed at least daily and more often if necessary. Shampooing will occur at least twice a year.
5. Hard floors will be swept when required and mopped with disinfectant daily or more often if needed. These are polished twice a year or as required.
6. All equipment is cleaned and maintained regularly to ensure it is safe for child use. Any broken items are immediately disposed of.
7. Washing Roster shares this task with parents as they volunteer to clean a load of washing each week or as required.
8. Professional general cleaning of the entire centre will be done daily or as needed. Bins (with disposable liners) will be available to children and staff and will be emptied when full. Over each holiday period professional cleaners provide a thorough clean of the inside and outside of the building.

Reviewed May 2018



KLEMZIG KINDERGARTEN

DELIVERY AND COLLECTION OF CHILDREN POLICY

Rationale

At Klemzig Kindergarten and Occasional Care we believe that we provide a safe, success orientated and caring environment for children to learn in. Our goals are to ensure safety of the children and staff at all times, to provide efficient operation of the Centre, to ensure staff working conditions are maintained and to maintain the Centre's legal responsibilities.

Purpose

In order for the centre to function effectively, children attending the centre need to be delivered and collected within the official opening hours as detailed below:-

Kindergarten

Monday, Tuesday (Group A) 8:15am - 3:45pm

Thursday, Friday (Group B) 8:15am - 3:45pm

Occasional Care

Thursday and Friday 8:45am – 11:30am and 12.30pm – 3.15 pm

Children must be brought into the Centre and collected by people authorised on enrolment form by the parent/caregiver.

Delivery of Children

For safety reasons, parents/caregivers are asked to come into the centre with their child to greet a staff member so that their arrival is noted and adequate care and support is provided. Parents/caregivers are required to sign their child in on the attendance sheets provided. Authorised people are also required to sign the attendance sheet when delivering children.

Collection of Children

At the conclusion of the day parents/caregivers/authorised persons are required to personally come into the centre and collect their child.

Staff will only dismiss children when their parent/caregiver/authorised person is there.

Children will not be released into the care of others unless documented instructions (on the attendance sheet) or a phone call is received from the child's parent/caregiver.

Parents are required to write the necessary details on the attendance sheet if someone else will be collecting their child. These authorised people are also required to sign the attendance sheet when collecting children.

Children will not be "handed over" by staff to anyone who presents or is in a state that indicates that their care for the child is unsafe.

Authorised Persons

An authorised person is anyone given permission on the "Emergency Contacts" including "Authority to Collect the Child" section of the Preschool Enrolment Form completed by the enrolling parent.

Parents are responsible to inform staff of any changes to the authorised people.

If someone unknown to staff attempts to collect a child, and there is no record on the enrolment form, attendance sheet, the parent will be contacted and permission sought before "handing over" the child.

Children will not be released until the person's identity is established (including photo id) and permission is given from the parent/caregiver.

Late Collection of Children

Parents/Caregivers are required to contact the centre if they are going to be running more than 5 minutes late. Children can become distressed when parents are running late and it is important to their wellbeing to know that parents have contacted the staff.

If parents are going to be late, alternative collection needs to be arranged. Staff may have external and internal meetings to attend to, preparation of learning programmes or documentation, assessing and reporting etc. It is difficult to achieve this if there are children still on the premises that need to be supervised. Additional fees may be charged for late pickup for Kindergarten and Occasional Care and external services may be called.

Court Orders

Parents are welcome to talk to staff at any time regarding custodial issues.

Any parent gaining a Court Order or injunction against the access of their spouse, ex-spouse or other adult to their child, must inform the preschool immediately and provide a copy of that Court Order.

Staff will not "hand over" a child to a parent or adult who has legally been denied access.

Staff will attempt to discourage the non-custodial parent from taking the child (an evacuation may be used) while another staff member uses the phone discretely to call the Police.

Upon arrival, the Police will be responsible for the offending adult while staff reassure the child and contact the custodial parent.

PLEASE NOTE THAT A PARENT WILL NOT BE DENIED ACCESS TO THEIR CHILD IF THE CENTRE DOES NOT HAVE A COPY OF THE CUSTODY ORDER

Klemzig Kindergarten Emergency Procedures

Evacuation of building

Emergency Procedures are placed prominently in each area of the Preschool. Staff are required to become familiar with the Emergency Procedures on induction. Staff will hold emergency evacuation drills every term to ensure staff are fully aware of their responsibilities and the procedures. In all cases of disaster, the first responsibility of staff is the children in their care.

STEP 1

warning signal – 1 long blast of the air horn repeated inside and outside (located at the main entrance of the building) to be **sounded by person discovering emergency**.

STEP 2

Inside Staff:

- search and evacuate all children from inside areas to **entrance gates near Hender Avenue**. Collect the first aid kit, health plans and medications, sign in sheets, visitor's and contractor's sign in folders, occasional care folder, phone and the set of keys from behind the children's toilet door.

outside teacher

- gather children outside to assemble at muster point (**entrance gates near Hender Avenue**)
- teacher to remain with children

STEP 3

at muster point

- check roll and sign in sheets to ensure all children, staff and visitors are evacuated and accounted for.
- contact appropriate emergency service (**emergency vehicle access from The Parkway**).

If safe to access

- initiate search if necessary, closing doors as each room is cleared.
- turn off gas - meter on Parkway fence
- unlock Parkway gates

STEP 4

Further evacuation required?

- Staff may make the decision to move children/adults to the Shutter Reserve for further safety if deemed necessary to do so.

STEP 5

- When emergency services arrive the nominated supervisor will inform the officer in charge of the nature and location of the emergency, and of any missing children or adults.
- No one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.

Persons at kindergarten alone

- be aware of entry and exit points, fire extinguishers
- evacuate and contact emergency service
- notify Director or other staff member

Invacuation

In the case of an external threat (eg. threatening person, swarm of bees/wasps, unsecured building materials or branches, nearby chemical spill/fumes or power lines down) staff **Invacuate** to the large carpet space, or storage room at staff discretion, using the following steps:

Step 1

Warning Signal - Two (2) blows on whistle by person recognising emergency, repeated inside and outside.

Step 2

Inside teacher

- collect the phone and assemble children and adults on the mat near the storeroom. Remain with children.
- if deemed necessary, usher children, and adults into inside the storeroom
- call 000 ASAP or call 131 444
- Turn air conditioner off (fumes)

Outside teacher

- Gather children outside and move them to the large carpet space inside, checking the shed and whole outdoor area. Collect the set of keys from behind the children's toilet door.
- Close/lock windows, doors – including children's bathroom door.
- Check all internal rooms
- Collect roll, occasional care folder, visitors and contractor's books.

STEP 3

at muster point

- check roll and sign in sheets to ensure all children, staff and visitors are invacuated and accounted for.
- contact appropriate emergency service (**emergency vehicle access from The Parkway**).
If safe to access
- initiate search if necessary.

Emergency numbers

police, fire, ambulance 000

fire 8223 3000

police 131 444 patrol attendance

8207 6000 Holden Hill

State Emergency Service 8463 4171

8207 5000 or 8204 2999 ah

040883584 Enfield

emergency vehicle access from The Parkway

Klemzig Schools, Hay Street, Klemzig ph: 8261 1944

Education Director, Paul Newman: 8416 7341



Klemzig Kindergarten

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KLEMZIG KINDERGARTEN

EXCURSION POLICY

National Quality Standard [2.3 Regulation 168 \(2\) \(g\)](#). Related Key Regulations: [100](#), [101](#), [102](#)

The kindergarten's belief is that excursions and outings are an important part of every child's learning journey.

A Risk assessment will be carried out before each excursion. (Please refer to DECD Risk Management Policy No07/4385 a (attachment to OHS Policy No 46).

This will be kept on file with a list of excursion participants. To ensure there are two records of participants and emergency contacts, a copy will remain on site and one will be taken to the excursion.

Parents will be informed of all programmed excursions for their child/ren. Detailed written consent forms will be issued to parents which need to be signed and returned to staff before their child can participate.

Staff are ultimately responsible for the planning and implementing of all excursions. Ratios for children and staff will be according to the regulations. The age range of the children involved and the destination will also be taken into consideration. Staff are responsible for all activities occurring on excursions. They are the ultimate decision-makers.

Volunteers will be responsible to staff and under direction at all times. Staff will inform all volunteers of their role and responsibilities while participating in a kindergarten excursion. They will be asked to encourage the children to listen to staff for instructions, procedures and direction. An emergency First Aid Kit, health care plans and medications will be taken on excursions.

Staff will use their discretion with regard to unsuitable weather conditions. Weather that is too hot or too wet may determine the need to cancel or postpone a planned excursion.

All children participating on a kindergarten excursion will wear a badge with the Centre's name and telephone number. At least 2 staff members will carry a whistle on them at all times in line with emergency procedures.

The consent form and the risk management plan are available via the following links:

DECD FORMS

Accident report form (ED155M):

www.decs.sa.gov.au/docs/files/communities/docman/1/ED_155_Accident_Report.pdf.

Application to Conduct An Excursion form (ED169):

<http://www.decs.sa.gov.au/docs/documents/1/Ed169ExcursionProforma.doc>.

Carrying Passengers in Government Vehicles' form:

www.decs.sa.gov.au/docs/files/communities/docman/1/Carrying_Passengers_in_Gov.doc.

Excursion/Camp Consent form (ED170):

www.decs.sa.gov.au/docs/files/communities/docman/1/ed170.dot

DECS Overseas Travel Policy and Overseas Group Travel Application:

www.internationalstudents.sa.edu.au/default.asp?navgrp=home&id=travel_international

Reviewed September 2016



Klemzig Kindergarten

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KLEMZIG KINDERGARTEN

First Aid/ Illness Procedures

Klemzig Kindergarten is committed to providing and maintaining a safe and healthy environment for children, families, staff, volunteers and visitors. This is achieved through an effective preventative approach to the management of health, safety and welfare and includes the recording and/or reporting of any incident, injury, trauma or illness that occurs.

Procedure for minor child injury:

- Comfort the child and administer appropriate first aid.
- Staff member in attendance is to then fill out an *Incident, injury, trauma and illness record*.
- When the child is collected, the parent/carer will be asked to sign the record and the original will be filed in the first aid cupboard.
- **Any head injury, or more serious injury will be treated with appropriate first aid and then staff will inform a parent by phone.**

Procedure for Serious Injury/Incident

- Comfort the child and administer appropriate first aid.
- If necessary, contact either parent or emergency contact person and ask them to come and collect the child.
- If no contact can be made the preschool will call the SA ambulance service and discuss the incident. The ambulance officer and staff member will decide over the phone the course of action to be taken.
- If the child is then transported to hospital via an ambulance, a staff member will go with the child and will take the child's enrolment form and the *Incident, injury, trauma and illness record* to fill in and for parents to sign.
- Meanwhile the staff at kindergarten will continue to try to make contact with the parent or emergency contacts.
- Relief staff will be arranged if needed.
- The staff member will stay with the child until a parent or emergency contact person arrives. They will keep the kindergarten informed of the situation.
- The director will log the incident on IRMS- incident response management system.

Procedure for Staff/ Volunteer Injury/ Incident

- Administer appropriate first aid
- Ring for ambulance if required
- Notify the emergency contact

- Accompany staff member to hospital if emergency contact has not arrived
- Arrange relief staff if needed.
- Complete an *Incident, injury, trauma and illness record*.
- The director will log the incident on IRMS- incident response management system.

Staff are required to:

- Complete an *Incident, injury, trauma and illness record* as soon as possible and give to the director and where applicable the Workplace Health and Safety Representative.
- Complete a Work Cover SA claim form if applicable (refer to DECD Injury Reporting and Investigation Procedure).
- Complete an application for Leave of Absence if injury prevents you from attending work.

Students/Volunteers:

Refer to the DECD Injury Reporting and Investigation Procedure.

Illness:

Klemzig Kindergarten is responsible for maintaining a safe and hygienic environment for families, children and educators including preventing the spread of infection. This extends to ensuring that children attending the preschool are healthy and therefore able to engage in learning. Educators are not qualified to care for sick children and are not responsible for administering medication unless under the authority of a Medication Plan filled out by a Health Practitioner. If symptoms occur while the child is at the Kindergarten they will be documented on the Incident/Illness Record Form which parents are to sign and parents or emergency contacts will be asked to collect the child.

Children with a common cold can still attend Kindergarten, however parents will be contacted if the child runs a temperature or seems too unwell to cope with the Kindy program.

Children suffering from vomiting/ diarrhoea will be excluded from the kindergarten. Parents or emergency contacts will be asked to collect their children as soon as possible, and the child will not be able to attend until the vomiting/ diarrhoea has ceased for a period of 24 hours from the last episode. Staff follow advice in 'Staying Healthy in Child Care' regarding incubation periods.

Parents or emergency contacts will also be asked to collect children with high temperature readings.

Reviewed September 2017



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<p style="text-align: center;">KLEMZIG KINDERGARTEN</p> <p style="text-align: center;">HEALTHY EATING POLICY</p>
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Policy Statement

Based on the DECD HEALTHY EATING GUIDELINES AND AUSTRALIAN DIETARY GUIDELINES for children and adolescents, it is emphasized that there is a need to:

- Enjoy a wide variety of nutritious foods
- Eat foods that are low in saturated fat
- Balance food intake with physical activity
- Eat only a moderate amount of sugar and foods containing added sugars
- Choose low salt foods and use salt sparingly.

Nutrition Policy Aims

The purpose of this policy is to:

- Encourage and support children to develop healthy eating habits
- Promote children’s understanding of how food affects health and the relationship between healthy eating and good health.
- Ensure that food provided at the kindergarten and foods brought from home will reflect the Australian Dietary Guidelines for children and adolescents.
- Support children who have health and cultural needs relating to special dietary requirements.
- Raise awareness of good nutrition principles amongst our community.

Snack Guidelines

- Children should bring either a piece of fruit, salad or vegetables to eat at snack time.
- Foods that are high in fat and sugar will be discouraged and sent home, with parents given alternative solutions. Children will be offered a fruit alternative or a healthy food option.

Lunch Guidelines

- Children should have a separate container for their lunch and this is to be placed in the lunch trolley each morning. This should contain a cooling element to keep the food cold until lunch time.
- Food WILL NOT be reheated by staff for safety reasons. Parents can chose to use a thermos container but will take responsibility for the temperature of the food.
- Children will be encouraged to drink water with their lunch. Fruit boxes, juice and cordial are discouraged.

Drink Guidelines

- Fresh drinking water is to be available to the children at all times.
- Children who bring their own drink container should only bring water.

Special Occasions/Birthday guidelines

It is acknowledged that on some occasions there is a desire to have foods which are outside the general policy of the centre, special event, fundraising etc.

These occasions will be discussed and decided upon at Governing Council meetings.

We acknowledge children’s birthdays by singing the birthday song and wearing the special hat.

Staff Responsibilities

- Staff will encourage children to try new foods
- Staff members will supervise children when eating
- Learning about food and nutrition will be included in the curriculum e.g. Growing vegetables, hands on cooking and tasting experiences.
- Principles of good hygiene practice will be incorporated into daily routines to support this policy e.g. Hand washing.
- Food will not be used as a form of punishment or reward either by its provision or denial.
- Staff will respect the food preferences of children.
- Staff will provide parents with healthy eating information via pamphlets, newsletters, handbook and the notice board.
- Staff will act as role models in relation to their own food choices at the centre.

Parent's responsibilities

- Parents will be made aware of this policy upon enrolment of their child at the centre
- Parents will be encouraged to support this policy and where difficulties arise in the provision of suitable foods, parents will consult with staff.
- Children who require specific foods because of dietary health needs or because of cultural/religious beliefs need to speak to the Director.
- Children will be informed that sharing of food is not appropriate due to allergies and intolerances.

Governing Council responsibilities

- Support staff in the implementation of the Healthy Eating Policy.
- This policy has been developed by the staff members of the centre in consultation with the Governing Council.
- This policy will be reviewed and evaluated regularly by both staff and Governing Council and modified as required to ensure continued relevance for the centre.

Safety first at Kindergarten

One way to ensure the safety of children whilst attending kindergarten is to become peanut and nut allergen aware and to develop an environment that will minimize the risk of exposure to nut allergens. In the event that accidental exposure may occur, the Kindergarten has an emergency response First Aid procedure in place.

Avoidance of peanut/nut products is the cornerstone of management in preventing an anaphylactic reaction in a child suffering from a nut allergy, your assistance is vital due to these health risks. We ask for your understanding and cooperation by not sending any snacks with your child containing NUT PRODUCTS. It is just a matter of double checking food labels before putting snacks in your child's lunchbox.

It is recommended that ALL NUTS should be avoided since most nuts are processed with peanuts and therefore cross contamination may occur. It is also possible to have an allergy to more than one kind of nut. For more information please refer to the Allergy Aware Policy.

Healthy Food Options

Fresh fruit and vegetables or dried fruit

Dried biscuits –Salada, Jatz, Cruskits, Rice crackers, Sao, etc.

Cold meat – fritz, salami, sausage

Savoury filled sandwiches, Naan bread or chapatti with dipping sauce

Sushi, noodles, rice, dumplings

Cheese/Yoghurt



KLEMZIG KINDERGARTEN

INCLEMENT WEATHER POLICY

Klemzig Kindergarten

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*This policy is to ensure that in cases of extreme weather people are safe from the risk of hyper/hypothermia or weather related injuries. This policy includes the kindergarten's **Hot Weather** procedures.*

National Quality Standard [2.3 Regulation 168 \(2\) \(a\) \(ii\) Related Key Regulations: 114](#)

At Klemzig Kindergarten preschool staff work with children and families to ensure everyone's safety and wellbeing in situations of hot weather, storms or strong winds. Staff recognise the importance of helping children to regulate their behaviours in inclement weather and will work with children and families to develop appropriate responses when the weather reaches extremes. This kindergarten has adequate air-conditioning in all inside areas, covered verandahs and shady areas and shelter for safe play.

Educators will:

- Take reasonable care to protect their own health and safety and that of others in the workplace
- Activate appropriate cooling systems for comfort and relief in times of hot weather. All air conditioning and heating systems are adjustable to suit the weather and temperature.
- Undertake risk assessments for outdoor play experiences if the weather is unpredictable or there are weather warnings and close down areas that are unsafe to play near (e.g. near trees in extreme wind)
- Ensure activities conducted in periods of hot weather are to be undertaken in shaded areas.
- Encourage children to wear hats outside when the UV rating is higher than 3.
- Encourage children to be frequently drink water or fluids.
- Ensure drinking water is accessible to children at all times.
- Ensure lunches are stored inside and promote families provide a cooling element to keep food cold until lunch time.

Parents/Caregivers will:

- Dress children and provide extra clothing that is weather appropriate i.e. layers for cold weather, minimise heat gain, layers that can be easily removed during activity and of a type that is sun safe and dry clothes after playing in rain etc.

Parents/Caregivers may wish to collect children early on days of extreme weather. However the Preschool has cooling systems and will remain open for normal operating hours.

Our Preschool follows the recommendation of the Cancer Council of SA;

www.cancersa.org.au/asp/sunsmart.aspx

Sources and references

- Cancer Council SA – SunSmart Early Childhood Program
www.cancersa.org.au/asp/SunSmart_program_policy_resources.aspx
- DECD Inclement weather and sun protection Procedure (Dec 2016)
- Early Childhood Education and Care - National Quality Standards

Reviewed August 2017



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KLEMZIG KINDERGARTEN

OCCASIONAL CARE POLICY

Occasional Care is offered on Thursdays and Fridays.

Eligible Enrolments

In our government funded Occasional Care sessions, we can accept enrolments for:

- Children aged between 2 and 5 years **who are not currently accessing other preschool services or childcare.**
- Bookings of no more than one session per fortnight (8:45am – 11:30am **OR** 12.30-3.15 pm)
- Children cannot attend more than one session per week, regardless of which centre they access Occasional Care at – i.e. a child cannot attend a session at another preschool and a session at Klemzig Kindergarten in the same week.
- Children who are under Guardianship of the Minister (GOM) or Families in crisis may attend up to 1 sessions per week.

What is “Occasional Care”?

Occasional Care provides ‘now and then’ child care to enable parents/caregivers to participate in activities, fulfil work commitments, keep appointments, or to have a break from their child/ren on an occasional basis rather than as a regular booking in a long day care child care centre.

Bookings

Bookings can be made one session in advance, but a regular booking such as every Thursday am are not able to be booked ahead of time. At your child’s Occasional Care session, you can book them in for a future session or you can phone Klemzig Kindergarten to book. Staff will book children into Occasional Care sessions to ensure that all families have fair and equitable access to the service. Bookings can only be made by speaking with Klemzig Kindergarten staff during operating hours by ringing 8261 2893.

Fees and Charges

Fees are set by the Department for Education and Child Development and are not negotiable. The standard session fee is \$5, however if you have a current Health Care Card (which must be sighted by staff) the fee is \$1.50. Families with more than one child attending the same session or in the same week will get a 50% reduction on the fee for each subsequent child. Fees for Occasional Care sessions must be paid on arrival, using correct money.

Late Collection Charge If children are not collected at the stated closing time of their booked session, parents/caregivers will be charged \$10 for the first 15 minutes late, then \$5 for every 10 minutes after the first 15 minutes.

Children will not be able to attend an occasional care session until all fees/charges have been paid.

Cancellations

If a child is booked into a session and does not attend, the full fee will still be charged and will need to be paid before the child can attend a future session. If a booking is made and needs to be cancelled (due to unexpected illness, etc), we ask that parents/caregivers cancel as soon as possible, so that the booking can be offered to another family. Bookings cancelled ahead of the start of the booked session time will not be charged.

Nappy Changing

If your child is still in nappies, you must inform Klemzig Kindergarten Occasional Care staff of this and any special requirements that your child has in relation to this. Parents/caregivers are responsible for providing nappies for their child. Spare nappies are **NOT** supplied through the Kindergarten and a fee of \$2 per nappy will be charged if needed.

Toilet Training

If your child is undergoing toilet training, it is the responsibility of the parent/caregiver to discuss any additional information/needs with Klemzig Kindergarten Occasional Care staff. This will make it easier for us to support you and your child in this area.

PARENT RESPONSIBILITIES

In accessing Klemzig Kindergartens Occasional Care Program, parents agree to:

- Sign their child IN and OUT each session
- Keep Klemzig Kindergarten up to date with parent/family contact details and emergency contacts
- Pay all fees and charges outlined in the current Occasional Care Policy
- Notify Klemzig Kindergarten if a person/s other than the child's parent or nominated emergency contacts will be collecting the child. Photo ID will need to be shown before we allow the child to be taken.
- Contact Klemzig Kindergarten for bookings and booking cancellations
- Provide any medication the child may require during the session e.g. ventolin/ epipen
- Provide an Action Plan from their doctor if any above medication is required

SOURCES: DECD Occasional Care Guidelines, 2012

REVIEWED: September 2016

SOURCES: DECD Occasional Care Guidelines, 2012



Klemzig Kindergarten

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We acknowledge that Klemzig Kindergarten is on the traditional lands of the Kurna people. We aim to respect and acknowledge learning about Aboriginal and Torres Strait culture in an authentic way throughout our curriculum.

At Klemzig Kindergarten we have an ongoing commitment to nurture the physical, social, emotional and cognitive growth of each child through a supportive, caring and play based learning environment. We believe that strong working relationships with every child and their family is crucial and we commit to building these right from the very start at enrolment. We take time to listen to the child and family needs and capture their values in their learning program. We implement current research and our qualified team continuously strives to improve their practices.

We respect the rights and needs of each child and recognise that they come to us with a diverse set of skills, interests and cultural beliefs. We believe children are capable, competent and powerful learners and aim to ensure that every child's voice is listened to. Children are supported to take risks, be confident, curious and be actively engaged in purposeful learning. We provide opportunities for children to work collaboratively, whilst fostering the development of independence within the safe, secure environment.

We recognise that families are the children's first and most influential educators. Families are encouraged to actively participate and make decisions regarding their child's learning journey through a range of curriculum and management opportunities.

We are committed to promoting community awareness by establishing partnerships within our local area. We recognise that children and families belong to a wider community and we aim to make community links so they will form successful relationships which enhance their continuity of learning.

June 2018

KLEMZIG KINDERGARTEN AND OCCASIONAL CARE

Rest and Sleep Policy

This policy and procedure is consistent with the requirements of the:

- *Education and Care Services National Law and Regulations*
- *DECD Safe sleeping for infants and children Procedure July 2017*
- *Safe infant sleeping standards policy directive (SA Health)*
 - *Red Nose*
- *Kidsafe SA safe sleeping recommendations*

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment. Klemzig Kindergarten will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. The education and care service will provide beds that comply with Australian Standards. The risk of *Sudden Infant Death Syndrome (SIDS)* will be minimised by following practices and guidelines set out by health authorities.

Rest and Sleep Procedures

- A quiet place will be designated for rest and sleep, away from interactive groups. The space will allow for a calm play experience.
- Children are to sleep and rest with their face uncovered.
- The sleep and rest environment and equipment will be safe and regularly checked for hazards. This includes all equipment complying with the Australian Standards.
- Supervision planning and the placement of educators across our service will ensure educators are able to adequately supervise sleeping and resting children.
- Educators will closely monitor sleeping and resting children and our sleep rest environments. This involves checking/inspecting sleeping children at regular intervals, and ensuring that we are always within sight and hearing distance of sleeping and resting children so that we can assess a child's breathing and the colour of their skin. Service providers will consider the risk for each individual child, and tailor sleep and rest to reflect the levels of risk identified for children at our service. Factors considered include the age of the child, medical conditions, individual needs and history of health and/or sleep issues.
- All sleeping children are checked at least at **15 minute intervals**. The sleep checks are **recorded and initialled** by the inside educator.
- Children are placed on their back to sleep when first being settled. Once a child has been observed to repeatedly roll from back to front and back again on their own, they can be left to find their own preferred sleep or rest position (this is usually around 5–6 months of age).
- If a medical condition exists that prevents a child from being placed on their back, the alternative practice will need to be **confirmed in writing to the Director, by the child's medical practitioner**.
- When a child is placed to sleep, educators are to check that clothing worn is weather and safety appropriate (e.g. hoodies tucked in to prevent face covering) and the bedding is tucked in secure and is not loose. At no time should a child's face or head be covered (i.e. with linen). The educator **will position their feet at the bottom of the cot**.
- If families choose to use a dummy, the dummy must comply with the Australian mandatory standard AS 2432:1991, have no unsafe decorations and never tied around an infant's neck. If a dummy falls out of a baby's mouth during sleep, it will not be re-inserted.
- As per the *DECD Safe sleeping for infants and children procedure July 2017* Prams, pushers, bouncinettes and rockers are not used unsupervised or as a sleeping environment for children.
- As per the *DECD Safe sleeping for infants and children procedure July 2017* all cots, sleep mats including portable will comply with the Australian Standards (AS/NZS 2172 / AS/NZS 2195).
- Cots will be kept away from hanging cords, mobiles, electrical appliances and curtains. Beds and cots must have an unobstructed gap, end-to-end and side-to-side, to enable free movement by an educator.
- This sleep and rest procedure will be reviewed on a regular basis to ensure our practices are consistent with safe sleep recommendations. We refer to the *DECD safe sleeping checklist for infants and young children* as a guide for reviewing our practices to maintain the highest level of safety and well being of every child who attends our service.

Created date June 2018



KLEMZIG KINDERGARTEN

SUN PROTECTION POLICY

Klemzig Kindergarten

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Australia has one of the highest incidence of skin cancer in the world, with 2 out of every 3 people developing some form of cancer in their lifetime. Skin damage, including skin cancer, is the result of cumulative exposure to the sun, and much of this damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature ageing. Most skin damage and skin cancer is, therefore preventable. The purpose of this policy is to ensure that all children and educators at the kindergarten are protected from skin damage caused by the harmful ultraviolet radiation rays of the sun, while still acknowledging the benefits of sunlight and Vitamin D for healthy development and growth.

Goal

- To promote among children, educators and parents:
- Positive attitudes towards skin protection
- Lifestyle practices that can help reduce the incidence of skin cancer and the number of related deaths, personal responsibility for and decision making about skin protection. The following skin care strategies will be strongly encouraged:
- The use of clothing that protects the skin, including tops with collars and covered shoulders including elbow-length sleeves and longer-style shorts/skirts/dresses.
- Children are to have a sun-protective hat in their kindergarten bag at all times.
- That children and educators wear a broad rimmed (no toggles, cords or drawstrings etc. under chin of hat due to are choking hazard) or legionnaire style hat whenever they are outside between August 1st and April 30th.
- Children who do not have a hat will be required to play inside or on the verandah.
- During the days between 1st May and 31 July hats are not required (unless the UV rating is 3 or above). This is a good time to get some vitamin D, vital for the development and maintenance of strong, healthy bones.
- Use the shade of the trees, pergolas, shade sails whenever possible outdoors when the UV is 3 or above.
- Staff will use their discretion about the time spend outside when the UV radiation level are peaking (over the middle of the day) and staff will reschedule outdoor activities outside of this time, where possible.

Expectations:

- Parents are expected to apply SPF30+ broad spectrum, water resistant sunscreen to clean, dry skin prior to arriving at the kindergarten on every day during 1 August to 30 April and any other day of the year when the UVR levels is forecast to be 3 or above.
- Staff will support children and assist where needed to apply sunscreen 20 minutes prior to going outdoors at any time when at the centre.
- Staff will reapply sunscreen 2 hrs after initial application, so children are well protected before going outdoors as they approach the middle of the day (e.g. 11am-2pm) when the UV levels are at their highest.
- Sunscreen will be applied after lunch i.e. 20 minutes prior to going outdoors in the afternoon.
- Adequate time must be allowed for correct application and absorption of sunscreen on children before they go outdoors (this is approximately 20 minutes)

- Parents will supply SPF 30+ broad spectrum, water resistant sunscreen if their child cannot wear the sunscreen provided by the Preschool.
- Staff are to model Sun Smart behaviours including wearing of hats and applying sunscreen and families and visitors are encouraged to do likewise.
- SunSmart behaviour is regularly reinforced and promoted to the whole community (via newsletters, bulletin boards) and all new families and staff are informed of the policy.
- Age appropriate information on skin protection is included in children's programming.
- The centre will continue to evaluate and provide adequate sun-protected areas.
- This policy is reviewed regularly (at least every three years) to ensure the policy remains current and relevant.

SOURCED: Cancer Council SA – www.cancersa.org.au

Healthy SA – www.healthysa.sa.gov.au

Reviewed: (March 2017)



Klemzig Kindergarten
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KLEMZIG KINDERGARTEN

Nappy Changing and Toileting/Changing of Clothes

Changing of children's clothing/nappies will always be carried out in a positive and supportive manner. It will take place as part of children's learning and development and in consultation and partnership with families. This policy and procedures will follow the ACEQUA National Quality Standards for toileting and nappy changing principles and practices along with DECD guidelines.

Staff will use strict, consistent hygiene routines to maintain a high standard of recommended health and hygiene procedures. This centre will be consistent in the following areas:-

Washing hands before and after every nappy change and toileting experience. Staff wear protective gloves and have access to protective personal equipment (e.g. face mask, hand gel etc.) for each nappy change and toileting accident.

Staff will collect a change of clothes from the child's bag or the cupboard in the bathroom and allow the child the opportunity to change themselves.

If necessary staff will help in this process, and then put the soiled/dirty/wet clothes in a plastic bag to store in the child's kindergarten bag. For hygiene reasons, clothes will not be cleaned at kindergarten.

Children will be offered support and reassurance, and privacy will be respected.

The parent/care giver will be informed of the incident and will be asked to return any kindergarten clothes after washing.

Details of the date, child name, reason for change of clothes and name of supporting staff member are to be recorded on clip board located in the bathroom.

Nappy Changing

If your child is still in nappies whilst attending you must inform Klemzig Kindergarten staff of this and any special requirements that your child has in relation to this. You may be required to complete a continence care plan with a general practitioner. This form is obtained from the director. The continence care plan will only be required where their continence-related behaviour is different to that which was developmentally expected and requires additional, individualised work by an educator.

Parents/caregivers are responsible for providing nappies for their child. Spare nappies are **NOT** supplied through the Klemzig Kindergarten and a fee of \$2 per nappy will be charged if needed.

Reviewed May 2018



Klemzig Kindergarten

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KLEMZIG KINDERGARTEN

Staff/Volunteer/Student Induction Policy

National Quality Standard [4.2](#) [Regulation 168 \(2\) \(i\)](#) Related Key Regulations: [149](#), [77](#), [85](#), [90](#), [97](#), [145](#), [156](#), [170](#), [171](#)

When any new member of staff, a volunteer or student begins at our site we ensure they are welcomed and informed about safe work practices, policies and kindergarten practices. This is to ensure they are knowledgeable about our kindergarten and able to carry out their role with confidence.

The kindergarten has a folder of information that every staff, student and volunteer who would like to be involved in the kindergarten's activities is required to read. This folder consists of important information including the kindergarten's philosophy and goals, policies and procedures, roles and responsibilities whilst at the kindergarten. The induction folders are kept under the volunteers sign in folder near main entrance door.

Governing Council members and regular volunteers will be asked to complete an application for a criminal history check. Volunteers will complete the volunteer's Induction checklist and will receive Responding to Abuse and Neglect training.

Volunteers and visitors will need to sign in and out each time they visit the centre.

It is a requirement that volunteers read the DECD Volunteer Policy.

<http://www.decd.sa.gov.au/docs/documents/1/VolunteersInEducational.pdf>

<http://www.decd.sa.gov.au/docs/documents/1/ScreeningandCriminalHisto.pdf%22%20target=%22main>

Reviewed September 2016