

Port Broughton Kindergarten parent handbook

www.preschools.sa.gov.au/port-broughton-kindergarten

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Home



Find out more about our goals and our focus in our philosophy statement (PDF 83KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/port_broughton_philosophy.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.

Bushfire risk

On forecasted 'catastrophic' fire danger days we will be closed. Make sure you know how we intend to contact you in this situation. You can find more information about an active bushfire from the CFS website (<http://www.cfs.sa.gov.au/>). See our bushfire action plan (PDF 58KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/port_broughton_bushfire.pdf) and the bushfire page on the Department for Education's website (<https://www.education.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) for general information.

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Contact us

Preschool director: Mrs Holly Bowey

Phone: (08) 8635 2390

Fax: (08) 8635 2092

Email: dl.6653.leaders@schools.sa.edu.au

Street address: Cnr South Tce & Kadina Rd Port Broughton SA 5522

Postal address: PO Box 28 Port Broughton SA 5522

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.

Monday	Tuesday	Wednesday	Thursday	Friday
–	8.30am to 3.00pm	8.30am to 12.30pm odd weeks	8.30am to 3.00pm	–

Fees

The parent contribution is \$110 per term. See our enrolment and fees

(<https://www.preschools.sa.gov.au/port-broughton-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
- rubber boots and a rain coat in wet weather.

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, fizzy drinks)
- toys from home.

Bus service

Your child may be able to access the Port Broughton Area School (<http://www.pbas.sa.edu.au/>) bus service. For more information on this service contact the school (<http://www.pbas.sa.edu.au/pages/contact-us.php>).

Additional information

Please read our drop-off and pick-up procedure (PDF 46KB)
(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/port_broughton_drop-off_and_pick-up.pdf).

Playgroup

We host family-run playgroup sessions. You and your child will get to participate in group songs and activities, along with free playtime and exploring. Fruit time helps teach your child manners, responsibility, and sharing.

Times

Monday mornings during term, 10.00am to 11.30am.

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Cost

\$2 per family.

What to bring

Please bring a piece of fruit (1 per child) to share and a positive attitude.

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 use 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 11.45am

Children over 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	–	–	8.45am to 11.45am

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:

- hat
- spare clothes
- nappies
- milk or formula bottles (if required)
- healthy snack
- drink bottle containing water.

We ask that on sunny days you apply sunscreen to your child before dropping them off.

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

Pre-entry

Pre-entry sessions are a chance for your child to get used to the kindy environment. Session length will gradually increase over 4 visits.

Times

Pre-entry sessions take place in term 4. Session times change each year so please speak with us if you want your child to attend pre-entry.

Cost

\$30 per child.

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What to bring

Children need to bring these items:

- hat
- spare clothes
- healthy snack
- drink bottle containing water.

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

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.

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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/port-broughton-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 to come in for a chat. This will be an informal meeting where you can tell us about your child and family and ask questions in preparation for your child starting kindy.

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. More information on pre-entry transition visits can be found under what we offer (<https://www.preschools.sa.gov.au/port-broughton-kindergarten/getting-started/what-we-offer#portbroughtonpreentry>).

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Fees

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

The parent contribution is \$440 per year. You can choose to pay the total amount at the beginning of the year or pay instalments of \$110 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/port-broughton-kindergarten/getting-started/what-we-offer#portbroughtonprograms>).

When to pay

We will invoice you at the beginning of the year via your communication pocket. We will also give you statements every month.

Please contact us if you are having difficulty paying or would like to set up a payment plan.

How to pay

Cash or cheque

You can pay cash or cheque at the kindy. Please put the payment in a sealed envelope with your child's name on the front. Put the envelope in the payments box hanging on the office door.

EFT information

You can pay by direct deposit.

BSB: 065000

Account number: 12155449

Please use your child's name 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:** Exceeding 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:** Exceeding NQS

Rating for: Port Broughton Kindergarten

Rating issued: October 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 764KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/port_broughton_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 157KB)

(https://www.preschools.sa.gov.au/sites/default/files/port_broughton_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/6653_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.

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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.

ASSESSMENT AND REPORTING

We use a variety of methods to record each child's progress during their preschool year. One of these is their "Learning Journals" which is a collection of their creative work, Learning Stories and Learning Observations. These books are a valuable and precious record of your child's year at Kindy. "Learning Journals" are kept on the bookshelf to the right as you enter the building and families are most welcome to have a look through their child's book at any time. They will be given to children to keep when they leave our centre.

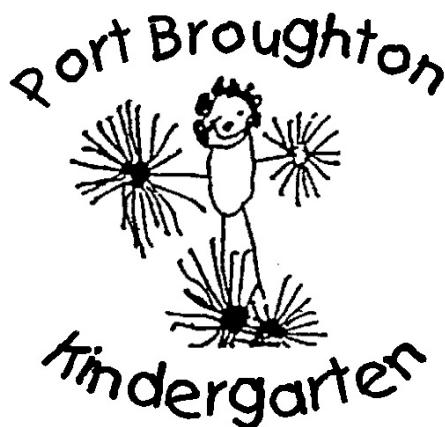
Children also have Learning Goals that focus on specific areas and are updated and planned for throughout the term.

Another ongoing reporting tool is our Facebook pages where we share learning that has happened throughout the week.

Learning Stories and Learning Observations are written for your child throughout their time at Kindy and we use these to program and plan each fortnight. We value and appreciate families responding to these with comments and suggestions.

We hold interviews at the end of each term for those children who are in their second full time term of kindy. Parents are welcome to request an interview at any time.

At the end of each term we send home a Term reflection which makes up your child's end of year large assessment piece, their Statement of Learning. This is a way of sharing the progress of your child throughout their time at Kindergarten and a valuable tool for the school to receive at the end of the year in preparation for p your child's Reception year.



Attendance and Arrival and Departure at Port Broughton Kindergarten

ATTENDANCE

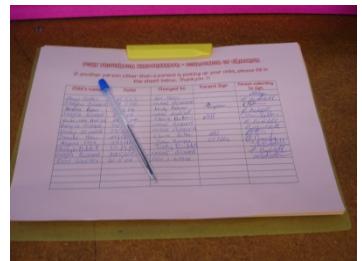
Regular attendance at Kindy is encouraged. Children will get used to and maintain their kindy routines easier through regular attendance. Also, preschools are staffed on the number of children attending each session rather than the number of children enrolled so regular attendance means more funding for adequate resources.

We strongly advocate for children who are unwell to be kept home until they are better to eliminate the spread of illness in the Kindy Community.

For the convenience of everyone, we ask that the session times are observed as closely as possible. If, for any reason, you do arrive early, you are welcome to use the outside area until the session commences. Remember to bring your children into the building once we are open.

ARRIVAL AND DEPARTURE OF CHILDREN

Parents and/or caregivers MUST enter the kindy to deliver and collect children. You must sign your child in at the beginning of the session and out at the end of the session. Children arriving and departing on the bus will be signed in/out by a staff member.



NO child will be permitted to leave the Centre until the parent or caregiver has arrived and the child has been farewelled by staff.

Please advise staff if somebody other than a person you have authorised on your child's enrolment form is to collect your child and fill in the book by the door with the relevant information.



Port Broughton Kindergarten

Site Behaviour Code



At Port Broughton Kindergarten we believe:

- b** All children's physical, social, emotional, cognitive and spiritual wellbeing is paramount to their successful development.
- b** In providing children with a broad range of experiences through play. Kindy is a place to learn, have fun and feel safe.
- b** Everyone has a responsibility to demonstrate appropriate behaviour and attitudes.
- b** Children have a right to be provided with a safe and secure learning environment.
- b** Children will behave responsibly and appropriately, following the Kindy rules and expectations.
- b** Parents and carers have a responsibility to behave appropriately within the Kindy grounds.
- b** Parents have a right to know and understand their child's education and what happens during the sessions.
- b** Staff are to be respected by both children and adults
- b** Staff are responsible for the centre operations, visitors and volunteers to the site, and well being of the children and each other.
- b** The kindergarten and wider community is important, valued and utilised.
- b** In providing up to date information regarding centre procedures to the entire community and involving the wider community with centre activities.
- b** Staff, parents and the community need to share responsibility, create a safe and secure environment for children and model appropriate behaviours.

The behaviours we encourage at Port Broughton Kindergarten are:

- b** Valuing ourselves and others
- b** Following Kindergarten routines and expectations
- b** Playing safely
- b** Positive encouragement and reinforcement
- b** Turn taking and listening to others
- b** Mutual respect for people and their property
- b** Helping others and asking for help

Ways we maximise positive behaviours at Port Broughton Kindergarten include:

- b** Provision of a safe and secure indoor and outdoor environment that stimulates learning
- b** Modelling and demonstrating appropriate behaviour and language
- b** Positive reinforcement and feedback for appropriate behaviour.
- b** Welcoming and inviting parents/caregivers and wider community to be involved in Kindergarten activities.
- b** Visual cues and role-play of appropriate behaviour inside and outside.
- b** The involvement of both parents and children in the development of Individual Learning Plans and progress through informal conversations.

The behaviours which are not acceptable or appropriate at Port Broughton Kindergarten are:

- | | | |
|--|------------------------------------|------------------------------------|
| b Any physical action that hurts someone else (eg, hitting, kicking, pushing) | b Destruction of property | b Threatening |
| | b Being unkind or offensive | b Swearing and name calling |
| | b Harassment and bullying | |

Ways we minimise challenging behaviours at Port Broughton Kindergarten include:

- b** Informing children and adults of what is appropriate behaviour and the consequences for inappropriate behaviour
- b** Role modelling and reminding children about Kindy routines, expectations, appropriate behaviour, language and problem solving strategies.
- b** Having short discussions regarding appropriate and inappropriate behaviour at the time.
- b** Re-directing the play or the child
- b** Using a 'Time In' approach where we walk around with the child and discuss their behaviour without removing them from play.
- b** Call parents to collect their child if inappropriate behaviour continues

Informing children:

- b** Discuss and regularly role-play and model appropriate behaviour

Consulting and Informing Parents:

- b** Informal discussion at the end of a session or by telephone if required to parents of all children involved in incident/s
- b** Record extreme incidents that may have caused harm to child or others
- b** Record ongoing Bullying Behaviour

How parents and staff can help support the Site Behaviour Code:

- b** Involvement in the initial draft and regular updating of the code.
- b** Parents to reinforce in the home the Kindergarten routines and expectations
- b** Adhering to the Site Behaviour Code at all times.
- b** Support the behaviour management process.
- b** Mutual sharing of relevant information regarding children and the centre.

How staff will support children and their parents:

- b** Provide timely and ongoing communication to parents
- b** Provide parenting/behaviour management tips in newsletter
- b** Provide parents of new children with a copy of this policy
- b** Provide information resources available for parents to borrow
- b** Initiate consultation with parents and discuss support required for child
- b** Provide DECD interagency support if required

Informing Staff:

- b** Regular revision and updating of the Site Behaviour Code
- b** Induction for new staff and volunteers

Reviewing the Site Behaviour Code:

- b** As part of our two year cycle unless the centre requires updating or revising information sooner.

Issue Number: 8

Issue Date: November 2017

Review Date: November 2019

Signed: _____
Chairperson - Governing Council

Director - Port Broughton Kindergarten

Bus Policy

Port Broughton Kindergarten staff will have a record that has been confirmed by parents/caregivers that will indicate who is to catch which bus.

We will make an agreement with families that their child is to arrive and depart on their allocated bus every day, unless we have been advised on the day otherwise via text or phone call.

A staff member will greet the children at the bus and assist them to unpack their bag and prepare for the day.

A staff member will assist the children to pack their bag and prepare them for the bus at the end of the day. They will wait until the PBAS school bell has rung before leaving the Kindy grounds and walk over to the buses. The Kindy staff member will then wait until the buses depart before returning back to Kindy.

Date devised February 2018

To be revised February 2020

Director

Governing Council Chairperson



Port Broughton Kindergarten

Catastrophic Bushfire Day Procedure



In the event of a Catastrophic Bushfire alert day as prescribed by the CFS and Bureau of Meteorology, the Kindergarten will be closed.

We are following the policy and procedures set by the Port Broughton Area School as we are situated adjacent to their site and rely on the bus transport provided by the school. This is a DECD decision made after close consultation with the Weather Bureau and CFS.

On days of Kindergarten closure, we cannot ensure the safety of children and therefore we are unable to have them on premises. We will not accept children on a closure day as a result of a Catastrophic Bushfire alert.

The Kindergarten may be given warning up to 48 hours in advance of the closure; however it will not be confirmed until after 4pm on the day before the closure, when we are not in session.

If the Kindergarten is closed, please observe the following:-

1. We are located in the **Yorke Peninsula** fire ban district.
2. No school buses will run on that day. **PLEASE NOTE:** PBAS buses (Clements Gap & Mundoorra) run through the Mid North fire ban district and will not run in the case of Catastrophic rating for that district even though we and the school may be open.
3. The local media ie GTS BKN news at 6.30pm and ABC radio the evening before, will inform you of the catastrophic fire danger rating for each area.
4. The Kindergarten staff will attempt to ring you and inform you of the closure.
5. Parents/ Caregivers may call Kindergarten staff for information after hours on 0429 162 609.
6. Kindergarten staff will leave messages and email if possible when no direct contact is made.
7. There will be no staff onsite on the day of the Catastrophic Fire Danger warning and the Kindergarten will be locked.
8. This policy is a result of the loss of life in the Victorian Bushfires. We are trying our best to ensure the safety of our Kindergarten community and seek your co-operation in this matter.

Issue Number: 4

Issue Date: August 2017

Review Date: August 2019

Signed: _____

Chairperson – Governing Council (Benita Palmer)
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Director – Port Broughton Kindergarten (Holly Makin)

Child Protection Curriculum

It is a fundamental principle in Australian society that parents have the responsibility to protect their children and keep them safe.

Australia supports a United Nations agreement that children are to be protected from all forms of abuse, exploitation and violence. Abuse may be sexual, physical and emotional. Australia has laws to prevent and respond to the abuse or neglect of children.

In South Australia this law is called the *Children's Protection Act*. Under this Act people who work and volunteer in schools, preschools and care settings are called mandated notifiers. This means that they must report child abuse or neglect if they have reasonable belief that a child is being harmed. All people employed in the Department of Education and Children's Development receive regular training in this responsibility. When people report child abuse it is a confidential exchange of information with the Department of Families and Communities.

Schools, Preschools and Child-Care Centres have the responsibility to protect children and keep them safe when they are under their care. Schools and Centres work with parents and other agencies to keep children safe. Some of the ways they contribute to children's safety are through:

- screening the people who want to work with children and young people
- providing staff and volunteers with expected standards of behaviour towards children and young people
- providing supervision of children in the class, in the yard, and on school excursions and camps
- implementing the school policies to ensure that children are treated in a just way and to respond to racial, sexual, verbal and physical harassment
- educating about living safely and being healthy in Australia. This includes road safety, water safety, sun protection, hygiene and healthy eating

- providing education about the dangers of drugs and alcohol
- involving students in making decisions about their school and class
- teaching children how to develop positive relationships and providing opportunities to build self esteem
- teaching the Child Protection Curriculum.

The Child Protection curriculum teaches all children from a young age, in an age appropriate way, to 4 focus areas:

- **The right to be safe**

Feelings, exploring the topics of safe and unsafe, warning signs

- **Relationships**

Identity and relationships, fair and unfair, trust and networks

- **Recognising and reporting abuse**

Privacy and names of body parts, touching, recognising abuse, secrets

- **Protective Strategies**

Strategies for keeping safe

The Child Protection Curriculum is embedded into the Kindergarten program and is also a focus on the Wednesday session.

Parents/caregivers are encouraged to talk to their children and the teachers about the Child Protection program.

Educators have training to teach the Child Protection curriculum.

Communication at Port Broughton Kindy

Communication Pockets

Please collect all newsletters and notices from your child's pocket - this is clearly labeled and is on the wall inside the Kindy door. Please encourage children to carry their own bag and place it in their locker on the verandah.

NEWSLETTERS

Our newsletters are published three times per term and delivered via children's pockets. The newsletter includes coming events, rosters, learning events, photos, health news, community news and any other interesting information. Please take the time to read them. These are also found on our website.

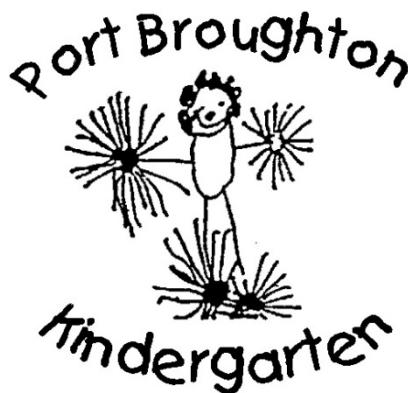
NOTICE BOARD and COMMUNITY NOTICE BOARD

Please read the whiteboard located to the left of the entrance door at the beginning and end of each session for important information. This has relevant information for you to read and keep up to date with what is happening at Kindy. We post a picture of the notice board daily onto our closed Facebook Group.

Other community information is also displayed further to the left on the big blue pin up board.

FACEBOOK

We have 2 Facebook pages. A general page that is open to anyone to "like" and a closed group for families of the children currently enrolled at Kindy. We keep these up to date with photos, reminders, messages, etc.



Port Broughton Kindergarten

Arrival and Departure Policy



Preschool Parent Responsibilities

1. Parents and/or Caregivers **MUST** enter the centre to deliver and collect children. Occasionally if the need arises and exception can be made with staff approval.
2. Preschool sessions do not begin until 8:30am and doors are locked until this time to allow staff to prepare for the session. Parents and/or Caregivers are responsible for the supervision of their children until this time.
3. Preschool sessions finish at 3:00pm on Tuesdays and Thursdays and 12.30pm on Wednesday sessions.
4. **NO** child will be permitted to leave the centre until the parent or caregiver has entered the grounds and the child has been farewelled by a staff member.
5. If the regular parent/ caregiver cannot collect your child from the centre, please fill in and sign the pink "Collection of children" folder or phone with details. Please inform staff know of the alternative arrangement you have made
6. Parents must sign children in and out of each session.

Bus Arrangements

In accordance with the Department of Education and Children's Development (DECD) *School Transport Policy*, Principals and District Directors may approve non-entitled students to travel on existing school busses under certain conditions. Non-entitled students include pre-school children.

If children are to use school buses the following steps need to take place.

1. Permission for Transport of Ineligible Students on a School Bus form needs to be completed and signed by parent and approved by the school bus coordinator.
2. Children will be met at the bus bay by a staff member upon arrival.
3. Upon departure children are to be accompanied by a staff member to the school bus departure area. The staff member is to see that the children board the bus.

Preschool Staff Responsibilities

1. A staff member is to greet the children upon arrival at the centre.
2. A staff member will meet the buses as they arrive.
3. Staff members must farewell children only on sight of their parent/ caregiver entering the Kindy grounds or according to parent/ caregiver instructions in the "Collection of children" folder.

Issue Number: 6

Issue Date: August 2017

Review Date: August 2019

Signed: _____

Chairperson – Governing Council

Director – Port Broughton Kindergarten

Evacuation

General Actions:

1. Whistle sounded by staff member - short blasts with staff member pointing to direction of safety for evacuation. Staff member rostered on inside to collect roll book, visitor book and phone.
 2. Staff direct children to the exit doors.
 3. All persons to walk calmly to the big gates near the buses. We will then move to the school oval shelter shed if safe.
 4. Staff member or responsible adult to contact emergency #: 000 or 112 (mobile) and ask for appropriate service in South Australia
 5. Certified Supervisor counts children and then checks roll - take action if necessary.
- ** Consult Emergency Action Guide when appropriate**

Documentation:

Incident and Response Management System

Invacuation

A lock in or in-vacuation will occur when conditions outside the kindergarten building are deemed to be unsafe by staff members. A lock in or in-vacuation will be signalled by shorts blast of the whistle with staff member directing children inside.

** Consult Emergency Action Guide when appropriate**

General Actions:

1. Bell rungsounded by a staff member - and pointing in direction of safety.
2. Staff member rostered on inside to collect roll book, visitor book and phone.
3. Staff will direct children to the safest position inside the building (store room).
4. Staff to lock all exterior doors and windows so that access from outside is not possible.
5. Where possible, reduce the visibility of children and adults in building, from outside view. (ie close curtains)
6. Certified Supervisor to count children and check roll - take action if necessary.
7. Staff member or responsible adult to contact emergency services and all other relevant agencies including the school.
8. Remain until safe.

Documentation:

Incident and Response Management System

Emergency Contact Numbers

Local Fire:

000 or 112 (from mobile)

Local Police:

8635 2255 or 131444

PB Area School:

8635 2105

AGL:

131 366

SA water:

1300 883 121

Hospital:

8635 2200

Poison Information Centre:

131 126

Issue Number: 8

Issue Date: March, 2018

Review Date: March, 2019

Signed: _____

Chairperson - Governing Council

Director - Port Broughton Kindergarten

FAMILY INVOLVEMENT

Parents are welcome to visit and stay at any time during a kindy session. We appreciate assistance with things like preparing materials for children's use; reading stories or displaying art work. We have rosters and working bees to ensure that the workload is shared and that maintenance costs are kept to a minimum. If you have any skills, interests or talents which you would like to share with us, please inform staff, as we can then incorporate these into our program.

GOVERNING COUNCIL

Parent meetings are held approximately twice per term on a Wednesday at 6.15pm (**at the centre**). These meetings give parents the opportunity to have a say in the running of their kindergarten; to meet other parents; to discuss children's preschool activities and interests; and have input into the curriculum and program.

All parents can gain and give valuable assistance to the centre by supporting the staff and committee with their attendance at meetings. Guest speakers are invited from time to time.

As per our Constitution, only members of the Management Committee have voting rights. The Management Committee is elected at our A.G.M. and is reviewed at the beginning of each term as families move on to school and new families join the kindergarten community.

GOVERNING COUNCIL 2018:

Chairperson:	Jessica Ervin	P. R.:	-
Vice Chairperson:	Kim Hewett	Fundraising Rep:	Jessica Ervin
Secretary:	Sally Davidson	Fundraising Sub Committee:	
Treasurer:	Joelene Anderson	PBAS Governing Council Rep:	Joelene Anderson
Maintenance/ OHS&W Rep:	Holly Makin	Other Committee Members:	Holly Makin, Beth Richardson Sarah Fealy
		Playgroup Rep:	Sara Stringer (via Holly)

PARENT HELP ROSTER

We have a paid cleaner employed at the centre for 2 hours per week to ensure the kindergarten is cleaned to a high standard. In order to keep costs to a minimum, parents at Port Broughton Kindergarten have elected to help with daily cleaning at the end of the day which is usually just some dishes and paint brushes.

A blank roster is put up, usually in the last weeks of the term, for parents to fill in their names on dates that suit them. As our numbers are small, parents are asked to place their name in at least 2 places. Lists of work required at these times are displayed in the kitchen area of the kindergarten.

GOVERNING COUNCIL

Parent meetings are held approximately twice per term on a Tuesday at 4.00pm (**at the centre**). These meetings give parents the opportunity to have a say in the running of their kindergarten; to meet other parents; to discuss children's preschool activities and interests; and have input into the curriculum and program.

All parents can gain and give valuable assistance to the centre by supporting the staff and committee with their attendance at meetings. Guest speakers are invited from time to time.

As per our Constitution, only members of the Management Committee have voting rights. The Management Committee is elected at our A.G.M. and is reviewed at the beginning of each term as families move on to school and new families join the kindergarten community.

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Maintenance/ OHS&W Rep:	Holly Makin	Other Committee Members:	Holly Makin, Beth Richardson
		Playgroup Rep:	Sarah Fealy
			Sara Stringer (via Holly)

We have a very passionate Fundraising Team at Port Broughton Kindergarten who helped raise the funds for our Outdoor Environment upgrade.



Port Broughton Kindergarten Grievance Procedure



At Port Broughton Kindergarten we support all children, staff, parents and community members to raise any issues or concerns that may affect their learning or general well being. We have the responsibility to listen to and manage any grievances and deal with them in an appropriate manner.

The preschool will not always be able to meet everyone's needs however we will endeavour to do the best we can in the given situation.

The usual procedure to be followed in addressing a grievance is in the first instance, to approach the person with whom you have the grievance. However, if you feel you are unable to do this, the following is a set of guidelines you may wish to consider. It is important that these grievances are kept CONFIDENTIAL.

- Intervene early, to avoid conflict and future problems.
- Monitor and evaluate practices regularly.

Children

1. Try to resolve the problem with the other person first.
2. Speak to a staff member about the problem.
3. Speak to someone they feel safe with.

Parents/Concerned Adults

1. A parent with a concern raises it appropriately with the person concerned.
2. If the grievance is not resolved, arrange a time to speak to the Preschool Director.
3. If the grievance is with the Preschool Director and a resolution cannot be achieved, the concerned person may ring the Parent Complaint Unit of the DECD
Ph. 1800 677 435 (freecall)

Staff

1. Arrange a time to speak to the person/people concerned.
2. If the grievance is not resolved, speak to the Preschool Director.
3. If the grievance remains unresolved arrange to speak to the Education Director – Ph. 8821 2555

Issue Number: 7

Issue Date: August 2017

Review Date: August 2018

Signed: _____

Chairperson – Governing Council (Benita Palmer)

_____ Director – Port Broughton Kindergarten (Holly Makin)

Right Bite Food Supply and Nutrition Policy for Preschools

Healthy Food Supply and Nutrition Policy of: Port Broughton Kindergarten

Rationale

This preschool promotes safe, healthy eating habits in line with the *Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools* and relates to the DECS wellbeing strategy.

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:

- staff at this preschool 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 that fit within the **Right Bite** strategy for their children at preschool.

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

Curriculum

Our preschool'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 Early Years Learning framework where possible, **relating to the Developmental learning outcome: 'Children have a strong sense of wellbeing'**

The Learning environment

Children at our preschool:

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

Our preschool:

- provides rewards/encouragements that are not related to food or drink
- 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
- is a breastfeeding friendly site

Food Supply

Our preschool:

- encourages healthy **food and drink choices** for children in line with the *Right Bite* strategy
- encourages food choices which are representative of the foods of the preschool community
- ensures healthy food choices are promoted and are culturally sensitive and inclusive
- ensures a healthy food supply for preschool **activities and events** in line with the *Right Bite* strategy
- displays **nutrition information** and promotional materials about healthy eating
- has the following guidelines for families for **food brought from home** or provided by staff within preschool time;

Fruit Time:

Parents and carers are encouraged to supply fruit and vegetables at fruit time to:

- o provide children with important minerals and vitamins
- o encourage a taste for healthy foods.

Food and drinks provided to children:

- o parents and carers are encouraged to provide healthy food and drink choices in line with the *Right Bite* strategy
- o staff will ensure that food provided to children by the preschool is in line with the *Right Bite* strategy.



Food safety

Our preschool:

- promotes and teaches food safety to children as part of the curriculum
- encourages staff to access training as appropriate to the *Right Bite Strategy*
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff.

Food-related health support planning

Our preschool:

- 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 preschool:

- invites parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- provides information to families and caregivers about the *Right Bite Strategy* through a variety of ways including:
 - o newsletters
 - o policy development/review
 - o information on enrolment
 - o pamphlet/poster displays
- promotes the alignment of fundraising with the *Right Bite* strategy.

Note: If your preschool has a child with a serious **food allergy** (eg. nuts), a separate policy for the duration of that child's involvement with the preschool should be developed and communicated to parents and staff.

NUTRIENT CRITERIA				
If the item you are considering has more than the number specified in the energy, saturated fat or sodium column, or less than the number in the fibre column, it is an 'Occasional' RED food.				
Snack foods assessed per serve		Key: > means more than, < means less than		
Category	Nutrient Criteria	Energy (kJ) per serve	Saturated fat (g) per serve	Sodium (mg) per serve
Food	Fibre (g) per serve			
Snack food bars and sweet biscuits	>600kJ	>3g		<1.0g
Savoury snack foods and biscuits	>600kJ	>3g	>200mg	
Ice creams, milk based ice confections and dairy desserts	>600kJ	>3g		
Cakes, muffins and sweet pastries etc	>900kJ	>3g		<1.5g

Note: All types of confectionery fit into the RED end of the spectrum. They are products of minimal nutritional value.



The staff at Port Broughton Kindergarten thank you in advance for your support of this policy.

Date Sept 2016

Review Date: Sept 2018

Signed: Director _____

Chairperson:_____

Port Broughton Kindergarten Hot Weather Policy

On days of extreme weather conditions, learning activities at Port Broughton Kindergarten will be altered accordingly to ensure the wellbeing and safety of all children and staff.

On hot and windy days in particular (over and including 36°C) on top of our "SunSmart Policy" the following will be in place:

- Staff will monitor and risk-assess weather conditions when visits and excursions have been planned for these days.
- Activities will be set up in the shaded areas such as the boat, sandpit, under the veranda and inside.
- Children's food will be kept in the fridge.
- More opportunities for water play: including but not limited to sprinkler, spray bottles, water track, wet sand
- Clean cool water from our water cooler will be readily available to refill water bottles
- Fans and air conditioning on
- Quiet places for rest and relaxation
- Equipment that will be affected by the heat and therefore unsafe to play on will be placed away (trampoline, climbing frames, slides, etc)

On extreme hot days (over and including forecast of 38°C) at the discretion of the parent/caregiver children may be collected early. We ask parents to please contact the centre if they plan to keep their child away for the day due to hot weather.

Governing Council Chairperson

Date:

Preschool Director

Date:

Version 1 Date issued: May 2018

Review date: May 2020

Meeting NQS requirements: QA 2; Element 2.3.2, QA 7; Element 7.3.5

MEDICATION AND SPECIAL REQUIREMENTS

If your child requires medication during a Kindy session, please see a staff member, as a form needs to be filled in by your doctor. All medication needs to be in its original packaging with the prescription label attached.

If your child has special health requirements, we will work together with you (and your doctor, if necessary) to ensure that we provide the best care that we are able to.

Please do not send your child to kindy if they are feeling unwell. The best place is for them at home where they can receive the care that they need. Also it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at Kindy we will contact you.

INFECTIOUS DISEASES

The following information has been supplied by the National Health and Medical Research Council re exclusion from kindergarten of a child suffering with the following diseases / ailments.

Please inform staff if your child has any of the following:

Condition/reason	Exclusion period
Diarrhoea	Until no diarrhoea for 24 hours
Chicken pox	Until all blisters have dried
Cold sores	Exclusion not necessary
Conjunctivitis	Until discharge from the eyes has ceased
Glandular fever	Not necessary
Headlice	Until after effective medical treatment has been carried out
Human immunodeficiency virus (HIV)	Exclusion not necessary unless the person has a secondary infection
Impetigo (school sores)	Until effective medical treatment has been carried out
Infective Hepatitis	Until an appropriate medical certificate signifying recovery is provided
Influenza	Until the person feels well
Measles	Seven days from the appearance of the rash
Mumps	Ten days from the onset of symptoms

Condition/reason	Exclusion period
Rubella (German measles)	Five days from the appearance of the rash
Scabies	Until effective medical treatment has been carried out
Scarlet fever	Until an appropriate medical certificate signifying recovery is provided
Whooping cough	Four weeks unless a medical certificate signifying recovery is provided

Port Broughton Kindergarten Philosophy Statement

Play - Explore -Belong



Our philosophy statement has been developed in collaboration with the families, children and staff at
Port Broughton Kindergarten 2018.

We believe children learn best in an environment that values and advocates for learning through play, for children and adults to feel they belong and for children to be able to explore and guide their own learning.

For a more comprehensive look please see reverse.

Director

Review Term 1, 2020

Chairperson

Play	Explore	Belong
<u>Children</u> Being inclusive of others Have a safe, engaging space to play Time Understanding Role play Learning through play Fun Discovering new things Interdependence – leading own play Cooperation Interaction Teamwork Educator standing back to allow for child led	<u>Children</u> Independence Risks Making safe choices Working out limitations in a safe environment To experiment with surrounding learning environments, materials and objects to find meaning and purpose Open mind Explore local outdoor environments – scrub, beach, Clements Gap, Bute Develop dispositions through Kindy program Science, cooking, gardening	<u>Children</u> Have work displayed Photos of the children in the Quiet Room Feel safe Can come to staff if there is something wrong Build resilience Ownership over the environment See their culture being represented Family being valued – home life, family photos Health and safety being cared for Friends Listened to, heard, valued Support sense of trust to learn openly
<u>Family</u> An understanding of the notion that - Boredom=creativity Sport Sharing what happens at home Community participation Culture Learning Knowing what is learning through play Dispositions Play without resources	<u>Family</u> Interaction Community New ways of thinking and engaging Be empowered with knowledge and research to know why Show children their own dispositions Encourage, step back, allow Growth Mind Set	<u>Family</u> Learning Stories Face book Build relationships with the educator Voices being heard Time to listen to each other Ownership over the environment Know what is happening at the Kindy and why Communication to suit needs Value work of educators and trust their judgement Being able to have input and their opinions heard
<u>Staff</u> Encouraging Joining in Modelling Learning Scaffolding At the child's level Letting go and being responsive to the child Say no to phone calls/emails Allow time to be IN the play Playing themselves Valuing children's :eve; and know where and when to extend Set up environments for engagement, stretch, problem solving and team work	<u>Staff</u> Further their own learning Floor book approach Open min Documentation Be part of the learning Current research Be full of knowledge for families to seek answers Offer ideas and suggestions New ideas Encourage children to delve deeper	<u>Staff</u> Have to build strong relationships with children and families Relationships amongst staff Wellbeing being a focus and taking time when needed Views, opinions, ideas being listened to and valued Clear lines of communication For staff to develop an environment that promotes predictability and achievable expectations For the environment to be enticing and familiar each day

We believe that children learn best when all stakeholders are working together in a holistic way with common understandings and goals

Port Broughton Kindergarten



Guidelines

Any member of our pages must agree to abide by the DECD Social Media Policy which can be accessed by following this link:

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

The Port Broughton Kindergarten has two facebook pages.

A general page that can be viewed by anyone and a private/closed group.

The Director of Port Broughton Kindergarten will be the Administrator for both pages.

GENERAL PAGE: (Port Broughton Kindergarten)

Only the Administrator can post on this page.

General information and photos will be posted on this page.

CLOSED GROUP: (Port Broughton Kindy)

The Administrator at their discretion may approve to become members only;

- Parents/Caregivers/Family of children enrolled at Port Broughton Kindergarten
- Staff of Port Broughton Kindergarten
- Appropriate DECD staff

Any member of this group can post on this page. Posts will not be published until approved by the Administrator.

No photographs are to be tagged. Any tagging will be removed by the Administrator.

Photographs that are posted on this page are not to be shared or re-posted to any other page.

Any member posting anything deemed inappropriate will be barred from the page.

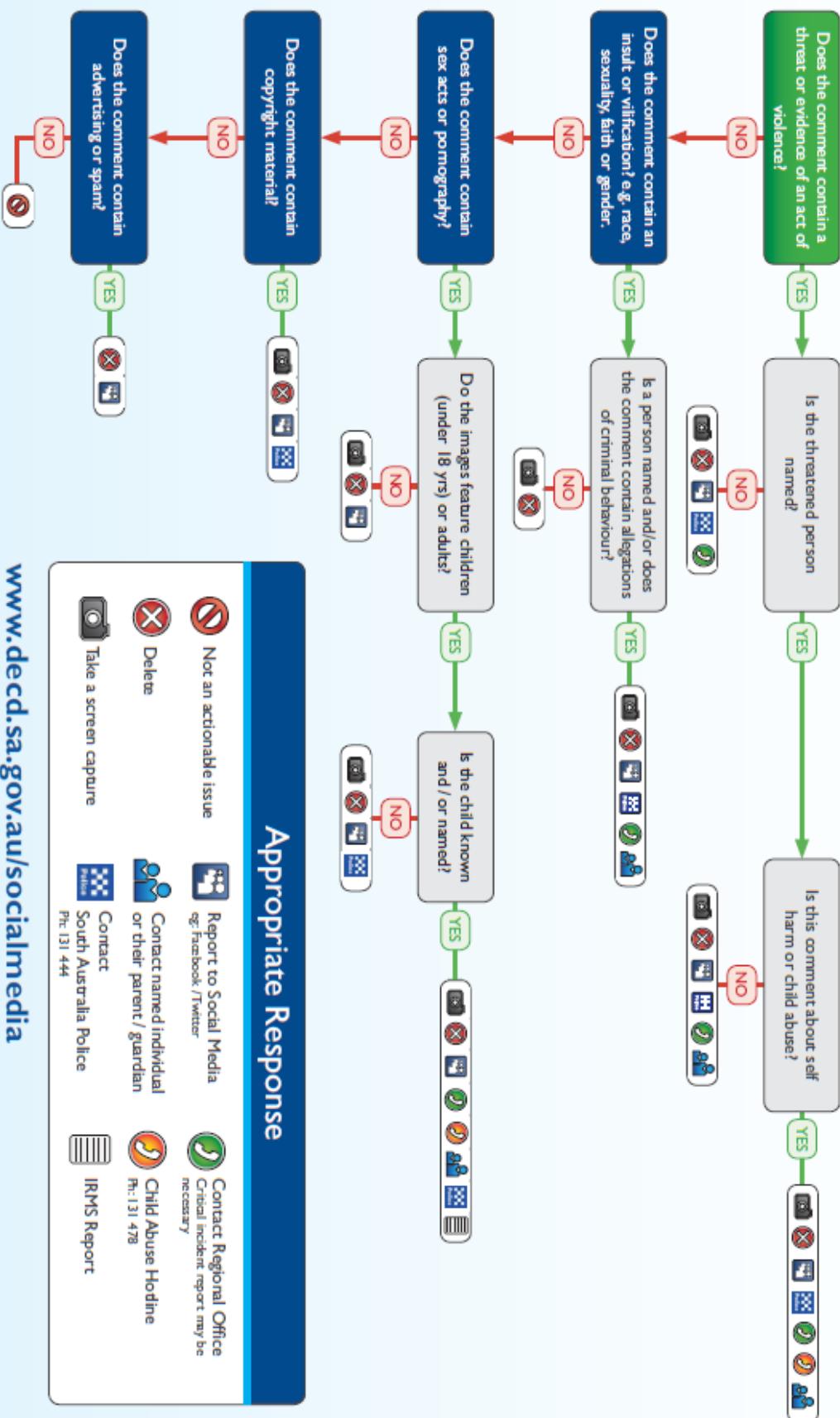
The following guidelines for posting images comes from the DECD Social Media Policy

When posting images of students or using their work the following guidelines apply:

- A consent form must be signed by the parent or guardian prior to taking images of any child/student who is under the age of 18 years.
- Sites must ensure each child shown in the image has a signed consent form. Where a photograph is taken of a group of students (eg, six students have a signed consent form on record but one has not) the image cannot be used unless consent is obtained for all students.
- Images of students/children on a website must not include any names identifying any of the students/children in the image and care must be taken not to reveal personal information about the subjects.
- Only text identifying the school can be used and/or a description of the activity (eg, students from Somewhere High School performing at the Come Out festival).
- Only photographs with students in standard school uniform or day clothing are used. Photos of single students and of children and students in swimming attire should be avoided.
- Parents should be aware of the privacy and security concerns of identifying their children online, within the 'acceptable use' conditions. If they still choose to identify their children, then it is their right. In the case where parents disagree do not identify the student/child.

HOW TO DEAL WITH INAPPROPRIATE COMMENTS ON YOUR SOCIAL MEDIA SITE

A guide for schools, preschools and other departmental services including corporate work groups



Port Broughton Kindergarten

SunSmart Policy



We recognise the sun exposure during childhood and adolescence is a critical factor in determining future skin cancer risk, and damage from UV radiation is cumulative and irreversible. The purpose of this policy is to ensure that all children and adults are protected, as much as possible, from skin damage caused by sun exposure.

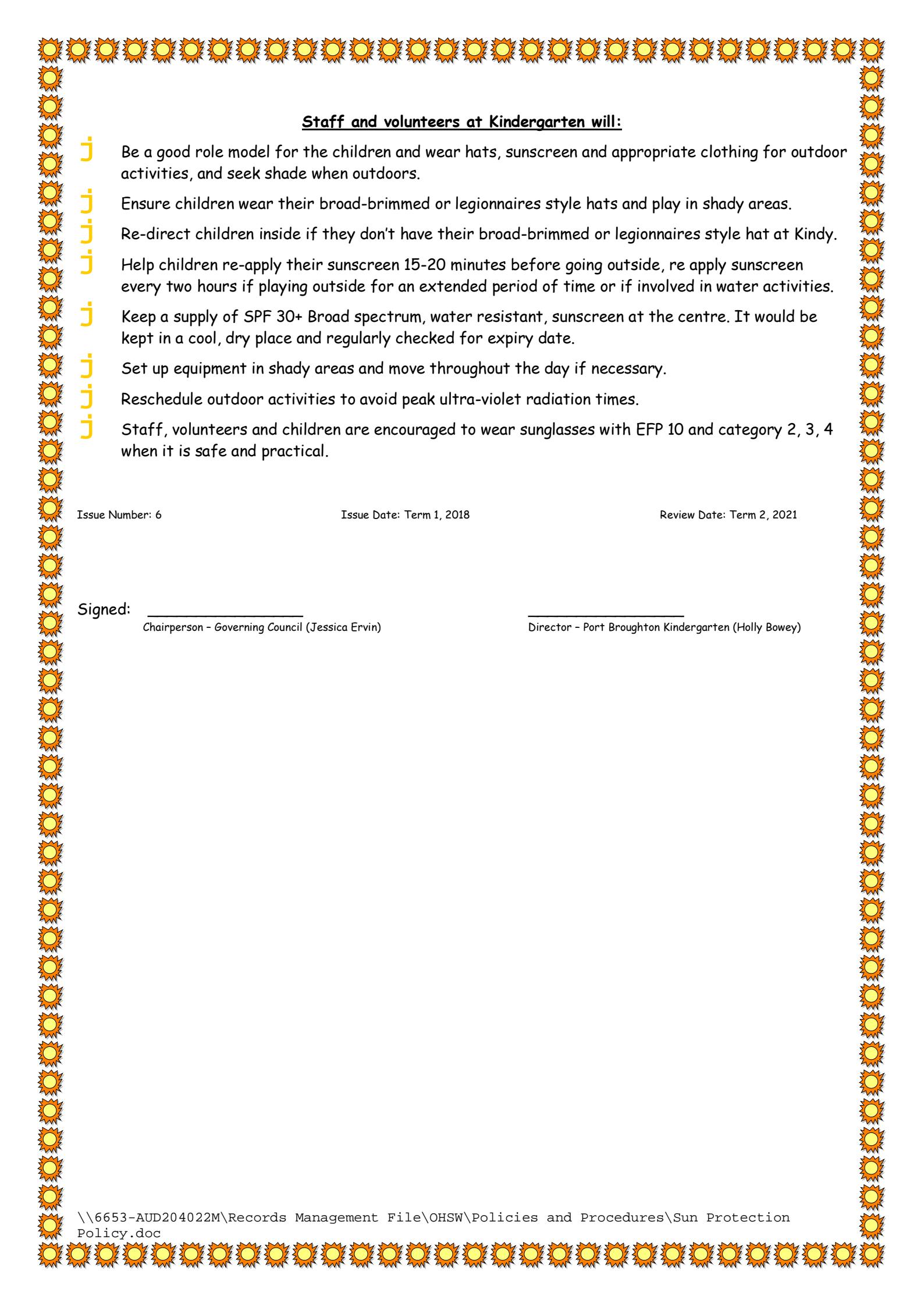
In line with DECD and Cancer Council SA guidelines, and our SunSmart status, this policy will be in place from 1 August to 30 April and whenever UV levels reaches 3 and above at other times. Staff are encouraged to access the daily sun protection times via the SunSmart app, www.myuv.com.au or www.bom.gov.au to assist with implementing this policy.

DURING ALL TERMS...

- Children will wear broad-brimmed or legionnaires style hats whenever they are playing or doing activities outside from 1 August to 30 April, and when the UV rating is 3 and above. Caps/beanies are not acceptable as they do not protect the sides of the face, ears or necks. In winter months of May-July when UV levels are normally 2 and below, children may take off hats and sunscreen to promote vitamin D absorption which is necessary for building strong bones and for general well-being. Sensible sun protection when the UV is 3 and above does not put people at risk of vitamin D deficiency.
- When UV level is 3 and above, children will be encouraged to play in the shade.
- Outdoor activities will, where possible, be held in shady areas or reschedule outside of peak UV radiation times of the day.
- Children without a hat at Kindy will need to play inside, under the verandah or use a spare hat.
- Teaching sun protective behaviours will be a part of the children's activities, lessons and programs.

Parents and Caregivers will:

- Provide a named hat every day that is either broad-brimmed or legionnaire style. This hat can be left at Kindergarten in their named locker. Hats in an approved style are available for purchase at the Kindy.
- Clothe their children in protective/appropriate clothing -shirts and tops with collars and longer sleeves and longer styled shorts and dress are best.
- Apply SPF 30+ Broad Spectrum water resistant sunscreen to their children before coming to kindergarten.
- Be a good role model for the children and wear hats, sunscreen and sun protective clothing themselves especially when attending the centre's programs and activities.
- Inform staff of any allergies their child may have to sunscreen.
- SunSmart information will be given to parents at meetings, through newsletters, etc



Staff and volunteers at Kindergarten will:

- j** Be a good role model for the children and wear hats, sunscreen and appropriate clothing for outdoor activities, and seek shade when outdoors.
- j** Ensure children wear their broad-brimmed or legionnaires style hats and play in shady areas.
- j** Re-direct children inside if they don't have their broad-brimmed or legionnaires style hat at Kindy.
- j** Help children re-apply their sunscreen 15-20 minutes before going outside, re apply sunscreen every two hours if playing outside for an extended period of time or if involved in water activities.
- j** Keep a supply of SPF 30+ Broad spectrum, water resistant, sunscreen at the centre. It would be kept in a cool, dry place and regularly checked for expiry date.
- j** Set up equipment in shady areas and move throughout the day if necessary.
- j** Reschedule outdoor activities to avoid peak ultra-violet radiation times.
- j** Staff, volunteers and children are encouraged to wear sunglasses with EFP 10 and category 2, 3, 4 when it is safe and practical.

Issue Number: 6

Issue Date: Term 1, 2018

Review Date: Term 2, 2021

Signed:

Chairperson - Governing Council (Jessica Ervin)

Director - Port Broughton Kindergarten (Holly Bowey)

Toileting and changing procedure

The Port Broughton Kindergarten will minimize the spread and risk of infectious diseases between children and preschool staff, by ensuring toileting is conducted in a safe and hygienic manner way according to recommended guidelines and procedures.

PROCEDURES

- To minimize risks and the spread of infectious diseases that are transmitted by faeces and other body fluids of children, the Preschool should,
- Have safe, well maintained, age appropriate toilet facilities, which comply with the Building Code of Australia.
- Encourage children to flush the toilet after use and ensure children wash their hands after use.
- Place soiled clothes in a bag to take home.
- Ensure all Preschool staff wash their hands after any contact with faeces, vomit, urine or any other body fluids.

Disposable materials such as gloves and paper TOWELS/WET WIPES SHOULD BE DISPOSED IN A SEALED PLASTIC BAG and placed in the outdoor bins.

Use the following guide for cleaning a child after toileting:

- Put on gloves (single use)
- Use damp paper towels or wet wipes
- Remove each towel/wipe after use and dispose in a plastic bag
- Remove gloves and wash hands
- **Separate children with diarrhoea** (except for diarrhoea assessed by a doctor as being due to non-infective causes) from other children until they can be picked up by their family or nominated responsible person.
- **Exclude from care, children with infective diarrhoea until their symptoms have ceased/24 hours after last symptoms.**
- **Be aware of the diverse styles of toileting children due to cultural or religious practice** (e.g. washing or douching instead of using toilet paper), and ask families to inform the Kindergarten of any cultural or religious issues of toileting that staff might need to be aware of.
- **Be aware of and accommodate the possible need to maintain privacy of toileting and dressing**

While the daily routine allows for regular toileting times, children will be able to independently access the toilet and basins at any time of the day.

Parents are requested to supply additional clothing.

Note:

- Staff will interact in a positive manner during toileting procedures and support children to develop their self-help skills in this area. Toileting is a learning time for each child.
- We do not exclude children that wear nappies at this centre. Nappy changing facilities will be provided when the centre has children enrolled that require changing.
- Children with additional needs will be supported in their toileting, both parents and staff will share information on the Child's progress. It is important for parents and staff to work cooperatively together to support children in their toileting procedures.
- For children who are on medication for toileting, parents are required to discuss the appropriate procedures for toileting with Kindergarten staff. This may involve parent support at Kindergarten.

Issue Number: 5

Issue Date: June 2017

Review Due: June 2019

Signed: _____

Chairperson – Governing Council

Director – Port Broughton Kindergarten