



# PARENT HANDBOOK

## 2020

## Overview

Welcome to Kiewa Valley Kindergarten. We endeavour to make your time and association with our kindergarten, a happy and supportive experience for you and your family. This handbook is designed to inform and assist parents as they prepare for their child's year at our kindergarten.

Kiewa Valley Kindergarten operates from the multi-purpose building at Kiewa Valley Primary School. Our kindergarten offers quality 3-year-old and 4-year old kindergarten programs to the families of the Kiewa Valley. We provide children with an environment that encourages and stimulates their development whilst building self-confidence and social skills in readiness for the step into a more formal learning environment at school.

## Our Contact Details

**Address:**

Kiewa Valley Kindergarten  
81 Kiewa East Road Tangambalanga

**Phone:**

02 60273275

**Email:**

Kindergarten Teacher / Educators - [kiewavalleykindergarten@gmail.com](mailto:kiewavalleykindergarten@gmail.com)  
Kindergarten Director & Kindergarten Administration Team – [info@kiewavalleykids.com.au](mailto:info@kiewavalleykids.com.au)

## Our Philosophy

Kiewa Valley Kindergarten is committed to ensuring each child is provided with a safe and stimulating place to play, learn, enjoy and develop. Kiewa Valley Kindergarten will provide a learning environment for children that is warm, nurturing, fun and exciting.

Our friendly, professional and passionate educators will deliver educational and creative programs based on individual and group interests and needs. We aim to provide an overall learning environment where children are free to observe, question, create and participate.

We believe all children have the right to be treated equally and with respect, regardless of race, language, ability or gender.

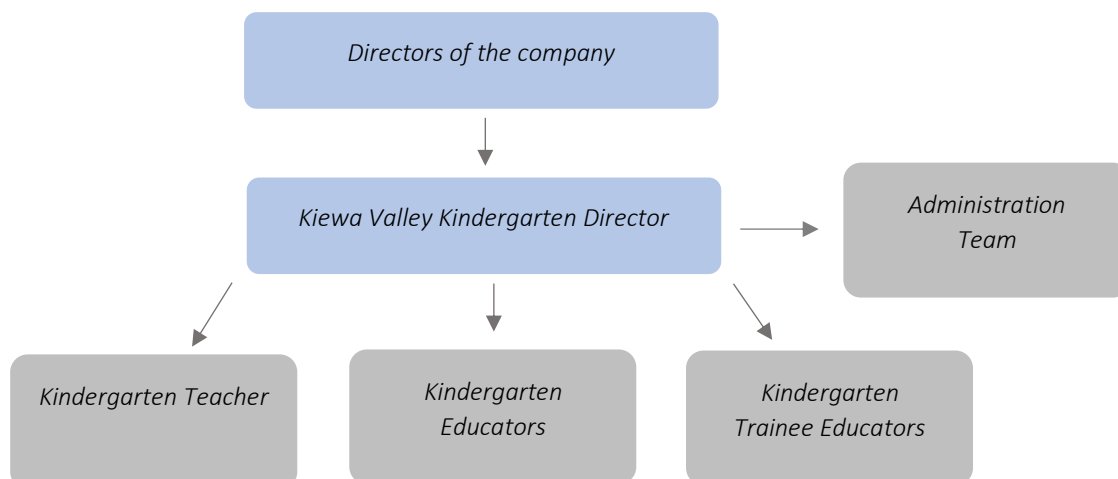
We will foster children's development by motivating and inspiring children to be the best learners that they can be. We believe that children learn through play and we encourage children to create, explore, practice and interact with materials, equipment, peers and adults, this is how we believe each child will thrive. Educators will acknowledge the uniqueness and potential of all children and meet the needs of each individual child.

Our educators will use positive guidance within the bounds of age appropriate acceptable behaviour and encourage all children to make wise decisions. Our educators will demonstrate understanding and acceptance when dealing with challenging behaviour, always insuring positive, constructive and inspiring commentary.

We promote honest and open communication with our families, respecting their rights and opinions. We encourage family involvement and feedback into the development and delivery of our educational programs.

## Management Organisational Structure

Kiewa Valley Kindergarten is a privately owned and operated Kindergarten. Day to day running of the Kindergarten is delegated to the Kindergarten Director, who works closely with all staff members to ensure the Kindergarten runs in accordance with National Law and Regulations.



## Operating Hours & Term Dates for 2020

### 4 Year Old Kindergarten

A Group – Monday and Wednesday 8.30am – 4pm

B Group – Tuesday and Thursday 8.30am – 4pm

### 3 Year Old Kindergarten

Friday 9am – 3pm

**Term One:** January 29th to March 27<sup>th</sup>

**Term Two:** April 14<sup>th</sup> to June 26<sup>th</sup>

**Term Three:** July 13<sup>th</sup> to September 18<sup>th</sup>

**Term Four:** October 5<sup>th</sup> to December 17<sup>th</sup>

Kiewa Valley Kindergarten will be closed on all Victorian gazetted public holidays. Parents will be notified of Public Holiday closures via the parent notice board in the Kindergarten room & via Kindergarten newsletters.

## Before / After Kinder Care & School Bus Travel

Kiewa Valley Primary School provide 'Before & After School / Kindergarten sessions' that our 4-Year Old Kindergarten Children are invited to use (additional cost involved).

Before Kinder Care session times are 7.30am – 8.45am and After Kinder Care session times are 3.30pm – 6pm.

4-Year Old Kindergarten Children are also eligible to use the Kiewa Valley Primary School Bus services as a means of transport to and from Kiewa Valley Kindergarten if required.

For more information on either before / after Kinder care or School bus services please call the Kiewa Valley Primary School Office on 0260 273275.

## Fees

4-Year Old Funded Kindergarten (15 hours per week)  
\$400 per term

3-Year Old Non-Funded Kindergarten (6 hours per week)  
\$380 per term

A term fee statement will be emailed to parents 2 weeks before the commencement of each kindergarten term. Term fees will need to be paid in full before children can commence the new kindergarten term.

If you need to apply for a payment plan for term fees, please contact the kindergarten administration team by emailing [info@kiewavalleykids.com.au](mailto:info@kiewavalleykids.com.au).

Kiewa Valley Kindergarten are unable to accept payment via card or cash. All kindergarten term fees need to be paid via bank transfer to the Kiewa Valley Kindergarten bank account. Please see the bottom of your term fee statement for our bank account details.

## Kindergarten Fee Subsidy

### **Kindergarten Fee Subsidy (Additional Government Funding) for 4 year old Kindergarten only:**

The kindergarten fee subsidy allows children to access up to 15 hours of funded Kindergarten delivered by a qualified early childhood teacher for free or at low cost.

#### **Your child is eligible for the kindergarten fee subsidy:**

- If your child identifies as Aboriginal and/or Torres Strait Islander
- If your child is identified on their birth certificate as being a multiple birth child (triplets or more).

If your child holds or has a parent or guardian who holds, one of the following:

- A Commonwealth Health Care Card
- A Commonwealth Pensioner Concession Card
- A Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the kindergarten fee subsidy. Please speak to our administration team for more information.

## Educational Frameworks

Kiewa Valley Kindergarten programs are guided by both the Victorian Early Years Learning and Development Framework (VEYLDF) and the National Quality Framework (NQF). These frameworks are an integral part of the learning and teaching that we provide.

Our programs are play based and offer a balance of spontaneous, adult initiated and child led learning. Current research tells us that; Young children's play allows them to explore, identify, negotiate, take risks and create meaning. Our programs include a range of indoor and outdoor learning experiences, quiet and active times, individual and group activities and opportunities for social and emotional development.

Our teachers and educators gather information about each child from their families, observations and conversations with the children and this is used in conjunction with current research to provide an educational program based on each

child's individual strengths, interests and needs. They plan a play based curriculum using the VEYLDF Learning Outcomes to describe the key elements of children's learning and development:

**Outcome 1: IDENTITY - Children have a strong sense of identity**

**Outcome 2: COMMUNITY - Children are connected with and contribute to their world**

**Outcome 3: WELLBEING - Children have a strong sense of wellbeing**

**Outcome 4: LEARNING - Children are confident and involved learners**

**Outcome 5: COMMUNICATION - Children are effective communicators**

Observations will be kept in your child's learning portfolio. Learning portfolios are always available for parents to view and will also be sent home at the end of the year as a keepsake. Our programs are displayed within the Kindergarten room and Educators are always happy to discuss our programs with families in more detail.

## Teachers & Educators

Our Teachers & Educators have current and in-depth knowledge and understanding of how young children learn and develop. They care about each child's education and wellbeing and are committed to providing safe, respectful and engaging learning environments and experiences.

Our teachers and educators will work in partnership with families to provide the best outcomes for each child.

All our staff have the appropriate qualifications to educate young children. They also have current Working With Children Checks and work within the Victorian Child Safe Standards, the Education and Care Services National Law Act 2010, and the requirements of the Education and Care Services Regulations 2011.

Photos and profiles of our Teachers / Educators can be found on the notice board in the kindergarten room.

## Students and Volunteers

Kiewa Valley Kindergarten welcomes the involvement of students and volunteers at the kindergarten and we have a specific policy to ensure they are appropriately supervised, supported and integrated so that everyone gets the most out of the experience.

## Parent Helpers & Family Involvement

*"Parent participation in early childhood education is widely recognised in research as crucial to positive lifelong outcomes for children. Currently, many Victorian parents are engaged in strong and active partnerships with kindergartens and other community based early children's services." D.E.T."*

Our staff value and respect that families know their children best – their interests, strengths and needs. Parents and extended family members are their children's first and most important educators. We welcome family involvement in the further education of their children.

Our Kindergarten has an open door policy and we welcome family members to come into our Kindergarten to share their child's day. We celebrate diversity and welcome your input in whatever way works for you.

There are many ways that parents can participate at Kindergarten and any help is very much appreciated. Parent input is always welcomed into the Kindergarten program.

Participation can take a variety of forms:

- Parents can participate in milk & fruit duty. This involves chopping up fruit/vegetables & getting it prepared for morning tea. Duty Rosters are put up on the parent information board for you to nominate a date that suits you.
- A parent, or extended family member, may wish to spend some extra time with their child in the Kindergarten environment participating in their learning.

- A parent may wish to share an experience with just a few or the whole group of children. This may include cooking, gardening, reading a story, playing an instrument, working on a community project, to name a few possibilities.
- Families may wish to contribute to the reflection process by commenting on aspects of the program as requested – we value your feedback in our collaborative process to ensure a high quality service for your child and family.
- Parents may wish to help on excursions. They can provide support and guidance with the children’s understanding of the experience.

### **Working with Children Check**

All parent helpers will need to obtain a Volunteer Working with Children Check. The application is free, but you will need a recent passport photo. To complete your application and for further instructions go to <http://www.workingwithchildren.vic.gov.au/home/applications>

Our kindergarten staff are always grateful for the time and involvement of all our families.

## **Communication**

Kiewa Valley Kindergarten will often use email as a means of communicating with parents. Newsletters and important reminders are emailed on a regular basis to keep parents informed & up to date with Kindergarten news.

A ‘parent notice board’ is also located inside the Kindergarten room & should be checked regularly.

Each child also has a labelled pocket for newsletters and important notes (excursions etc). Please check these pockets every day.

Please keep the administration team informed of any changes to address, home/work phone numbers, medical information and emergency contact phone numbers. These can be updated by emailing [kvkadmin@gmail.com](mailto:kvkadmin@gmail.com).

Kiewa Valley Kindergarten also understand it is important for parents to have access to our Educators to obtain feedback about their child, or to share valuable information that will assist your child’s learning journey.

Please find below the opportunities that we encourage you to utilise:

- Four Year Olds: Formal parent/teacher meetings will be scheduled prior to commencing Kindergarten.
- Three Year Olds: Formal parent/teacher meetings will be scheduled during the year on a needs basis.
- Informal meetings can be scheduled at any time. Please arrange this with the Kindergarten Teacher
- Informal chats at the end of the sessions are very welcome. Please note, the beginning of sessions are an important time to settle your child into the session so we ask that only important information be shared at this time.
- We encourage you to inform our Educators, prior to the session starting, of anything that may affect your child’s learning experience such as a late evening, celebrations such as birthdays or potential issues such as a death in the family, so they may better support you and your child.
- We request that telephone calls to the Kindergarten room during session time be for urgent matters only. It can affect staff/child ratios when staff have to answer the telephone.

## **Our Day at Kiewa Valley Kindergarten**

Our kindergarten day will include a range of indoor and outdoor learning experiences, quiet and active times, individual and group activities. Our Educators will always begin each day with a morning group time discussion/activity and we ask that children arrive at kindergarten on time to allow children to participate in this activity. A more detailed daily routine can be found on the program information board inside the kindergarten room.

We encourage all parents to take the time to read our daily reflections board in the kindergarten room. This is a wonderful tool to enable you to see what the children have been exploring and learning about and allows you to pick up further conversations at home about these topics.

## Arrival and Departure of Children

At the beginning of each session, each child must be signed in to the 'Daily Attendance Book'. Please remember to enter the name of the person collecting your child at the end of the session. If there is a new person collecting your child please be sure to sign the relevant permission slip to give our Educators permission to release your child into someone else's care.

Please bring your child into the Kindergarten room, encourage your child to put their drink bottle and fruit snack in the relevant baskets, put their bag away and ensure that staff are aware of their arrival.

At the end of the session your child should be picked up from inside the Kindergarten room and must be signed-out in the 'Daily Attendance Book'. **This process is a legal requirement** to provide the staff with an accurate record of the children in their care, which is of vital importance should an evacuation be necessary.

Please ensure, as leaving, that you notify an Educator and that only the child/ren in your care are exiting the grounds with you. If you are unable to pick up your child as planned, you must make alternative arrangements and should notify the Kindergarten Teacher.

Kiewa Valley Kindergarten has an 'Authority for Collection' form that must be completed if your child is to be collected by a person not previously nominated on your child's Kindergarten record (e.g. in the case of play date). Children will not be released to unauthorised people or to people under the age of 16. Staff will not accept phone permission unless in exceptional circumstances and with the consent of the relevant Director.

### Early arrival at the beginning of a session

Prior to the start of the session, staff are preparing the environment for a safe and productive day. Children will be received at the beginning of the stated session time when the environment will be safe and educationally prepared. Children cannot be accepted prior to this time.

### Late Pick Up At the end of a session

Please collect your child **promptly** at the end of the session. Parents should be aware that the late collection of children places significant stress on their child and staff involved. Parents and guardians are asked to notify Kiewa Valley Kindergarten immediately if an unforeseen delay or emergency means they will not be able to collect their child.

If a child has not been collected at the end of their session, our Kindergarten Teacher will ring you. If they are unable to get in contact with you, they will ring the authorised emergency contacts listed on your child's enrolment record.

If your child has not been picked up 20 minutes after the end of the session the Kindergarten Teachers will contact The Department Of Human Services and may engage the help of the police to locate the parents/guardians and/or the emergency caregivers listed in the enrolment record.

A late collection fee of \$15 for every 15 minutes will be applied.

## Positive Behaviour and Discipline

Kiewa Valley Kindergarten is committed to maintaining the safety and well-being of all its participating children, staff members and volunteers. The centre's values in this area are as follows:

- All children need to be in a safe and secure environment and to have positive interactions with adults and other children.
- Positive behaviour will be promoted in all children, and all children need to be respected and valued as individuals.
- It is important to set limits for behaviour so that children, other people and the environment are safe and protected.
- Children need to learn the consequences of their behaviour and thereby develop understanding of how their actions affect other people.
- Parents, guardians and carers will be involved in resolving issues related to guiding their child's behaviour.

Kiewa valley Kindergarten is committed to operating according to these values by providing a developmentally appropriate structure for guiding children's behaviour and ensuring that all staff members and other people working with the children can adhere to the structure. Staff use positive language to redirect and channel energies. Staff use common phrases such as "use your words" or "gentle hands". Staff will physically get down to the children's level to redirect them to other activities if required.

## What to bring each day

- A back-pack that your child can carry that will fit all of their belongings
- A sun-safe hat which covers your child's face, neck and ears
- A full change of clothes (when involved with hands-on play-based learning, your child may get a little messy!)
- A few pairs of underwear (in case of accidents)
- Water bottle with a lid
- A piece of fruit / vegetable to be shared for morning tea
- A packed lunch (with enough food for lunch and afternoon tea)
- Any relevant medications – **please give these to your Teacher to manage directly**
- Sunscreen - From September to April, when UV levels are high, parents are asked to apply the first application of sunscreen to your child. We have sunscreen on site for top ups but we prefer that your child arrives with sunscreen already applied.

## Children's Personal Toys

Toys can easily be lost or get broken at kindergarten and therefore we ask that personal belongings remain at home. Any special items brought to show the teacher and friends will be placed in a special spot until it is home time. If children need to bring a special toy for comfort please see the teacher to discuss individual circumstances.

## Clothing

Children come to kindergarten to learn through play. It is important that they wear suitable clothing so they can fully participate in the program. Please dress your child in comfortable play clothes that are okay to get dirt or paint on them. Children's shoes need to be comfortable, sturdy and supportive. Thongs /slip-ons should not be worn.

- Choose clothes which your child can manage by him / herself at the toilet



- Please clearly name all removable clothing
- Please ensure they meet our Sun Protection Policy (this policy can be found in the Kindergarten policy folder).  
From September 1 through to April 30 please send a broad brimmed sun hat
- In winter, please send a rain jacket, gumboots and a beanie. This allows children to play outdoors all year round.

Families may wish to purchase a Kiewa Valley Kindergarten t-shirt. You can ask your kindergarten Teacher for more information on how to purchase these.

## Special Events

**Special events provide an excellent learning and socialising opportunity for children.**

Experiences provided at our kindergarten will reflect the cultural traditions of all families as well as those of the wider community. We ask families to discuss with educators their family traditions. We understand and respect that families may not wish their child to participate in some celebrations and therefore ask you to discuss this with your Kindergarten Teacher.

Some events that may be celebrated include;

- Special Person's Day (such as Mother's Day, Father's Day, Grandparents Day)
- Birthdays
- Easter, Christmas
- Diwali
- NAIDOC Week and Reconciliation Week

## Birthdays

We love to celebrate every child's birthday and make it special! Children are welcome to bring '**Birthday Cupcakes**' to share with their Kindergarten friends. A list of ingredients must be given to Educators prior to the cupcakes being bought into the Kindergarten.

Educators will display the ingredients list next to the sign in book on the day of the Birthday celebration for all parents to view.

If you have any concerns, or your child has specific dietary requirements, please speak to your Kindergarten Teacher & alternative arrangements will be made to ensure all children are able to participate in Kindergarten Birthday celebrations.

**Our Kindergarten aims to be a nut free environment so please ensure cupcakes do not contain any nuts or nut products.**

## Excursions and Incursions

**Excursions** (activities outside the kindergarten) and **Incursions** (special activities/visitors brought into the kindergarten) are valuable learning experiences that enhance the child's understanding of and connection to their wider community.

Written permission is sought from parents/guardians for children to attend each excursion (except in the case of Routine Excursions – see below). All excursions will comply with the Education and Care Services National Regulations 2011. Kindergarten staff welcome parental participation on excursions to assist with extra supervision and guide the children's understanding of the experience. We request that siblings don't attend as this reduces the ability for supervision and support.

**Routine Excursions** are outings that occur to the same experience several times throughout the year. Our kindergarten will be visiting the Kiewa Valley Primary School facilities on a regular basis throughout the year. Please see the permission form relating to these outings in your enrolment pack. Kindergarten staff may be happy for siblings to attend these excursions. Please discuss this with them.

**Incursions** involve special visits to the kindergarten by performers, community members and specialists (African Drumming, SES, Dog Safety). Your child will get to participate in a unique experience. Kindergarten staff may be happy for siblings to attend these. Please discuss this with them.

## Child Health and Safety

### *Immunisations*

Educators promote and encourage good hygiene practices within the Kindergarten. However, the most effective method of preventing infections is immunisations. Kiewa Valley Kindergarten must have current records of a child's immunisation details. Under the new "no jab no play" legislation 1st January 2016. All children enrolling into an Early childhood service will have to provide evidence that; The child is fully immunised for their age on a vaccination catch up program or unable to be fully immunised for medical reasons. Conscientious objection is not an exemption under the legislation. Further information about the Victorian Childhood Immunisation Schedule can be accessed at your local Maternal and Child Health Service.

### *Infectious Diseases*

In the case of infectious diseases, parents / guardians must inform the Kindergarten Teacher as soon as possible. The Kindergarten Teacher will then ensure all families and educators at the centre are informed and parents can then check their own child for symptoms. A child with an infectious disease may not attend until fully recovered.

### *In the Event of Illness*

Please keep your child at home if he/she is feeling unwell or shows any sign of infection i.e. heavy cold (green mucus is a good indication), diarrhoea in last 48 hours, vomiting in last 48 hours, high temperature or infectious disease.

Please **phone or email** the Kindergarten Teacher to inform them of the reason your child will not be attending.

A list of infectious diseases and their incubation period is on display in the Kindergarten room. Please refer to this or direct queries to Educators.

If a child becomes ill whilst at Kindergarten, staff will attend to the needs of the child and contact you to collect them.

### *Accident and medication forms*

In the case of an accident, educators will complete the appropriate form which a parent/guardian will be asked to read and sign when they collect the child. In the case of an accident where the parent/guardian cannot be contacted and medical attention is required then an ambulance will be called at the parent/guardian's expense. Parents/guardians will be notified as soon as possible and informed of all actions taken.

### *Medical Conditions*

It is very important that our staff are fully briefed on any potential medical conditions your child may have. Parents must provide details of any serious illnesses, known allergies, convulsions, current medication and other medical conditions. This information is to be recorded on your child's enrolment form. Please inform the Kindergarten Teacher if your child develops any medical condition throughout the year that they are enrolled at the kindergarten.

If the medical condition ceases whilst the child is enrolled at the kindergarten, please inform the kindergarten in writing. This document will then be attached to the enrolment form. (e.g. no longer allergic to eggs).

What is required:

- **Allergies and Anaphylaxis** – Families must provide an allergy or anaphylaxis medical management plan completed by a doctor. A copy of this plan is to be held with the child’s enrolment form and displayed for staff reference. Risk minimisation plans of serious conditions are developed by the kindergarten in collaboration with families to assist staff in ensuring your child’s wellbeing is maintained and appropriate medical intervention made when required.  
Medication required must be in original packaging, labelled correctly and within current use by date
- **Asthma** - Families must provide an asthma medical management plan completed by a doctor. Risk minimisation plans of serious conditions are developed by the kindergarten in collaboration with families to assist staff in ensuring your child’s wellbeing is maintained and appropriate medical intervention made when required. Medication (labelled correctly), a spacer and mask must be supplied
- **Diabetes and Epilepsy** - Serious illness plans must be completed by a doctor. Risk minimisation plans of serious conditions are developed in collaboration with families to assist staff in ensuring your child’s wellbeing is maintained and appropriate medical intervention made when required. Medication must be in original packaging

Medical Management Plans & appropriate medication must be provided prior to the child being left at the Kindergarten, so please speak with your child’s Kindergarten Teacher to arrange this.

### **Medication**

In the event that staff are required to administer medication to a child, you are required to give written permission by completing a ‘Medication Record’ This is a legal document. Parents and educators must ensure all information in the Medication Record is accurate and signed. The information, which must be recorded by the parent/guardian, must include;

- The name of the medication
- When the medication should be administered
- The amount / dosage of medication to be administered
- The time the medication was last administered
- Parents signature

Written permission must be obtained prior to the administration of any medication whether prescription or non-prescription. Medications shall be kept in their original containers and bear original labels.

Please take note of the Kiewa Valley Kindergarten’s policy on illness, as a child requiring medication may in some cases be too ill to attend kindergarten.

### **Lunchboxes and Allergies**

Our kindergarten promotes healthy eating and drinking habits to support children’s long term health and wellbeing. Our programs offer regular opportunities for the children to eat and drink according to their needs. Discussions and experiences that focus on listening to their bodies and healthy lifestyle awareness are embedded into the everyday experiences at kindergarten.

We ask families to supply healthy choices in their child's lunch boxes. We ask also that only water is supplied in their drink bottle (please do not send any type of juice, flavoured milk or cordial).

Children need to bring a piece of fruit / vegetable to be shared at morning tea time, as well as enough food for lunch and an afternoon snack. Our Kindergarten will provide milk to be served with the children's morning fruit snack.

Kiewa Valley Kindergarten aims to be a nut-free environment, this is in line with our Anaphylaxis Policy. Please do not send your child to Kindergarten with any products that contain nuts. Anaphylaxis may be fatal for those exposed to their allergen.

### ***Sun Smart***

Kiewa valley Kindergarten requires parents/guardians to apply sunscreen prior to attending each day from September through to end of April, in order to provide protection from harmful UV rays. Our kindergarten will provide additional sunscreen for children to apply during the day. If your child requires a specific brand or type of sunscreen, please make sure this is clearly labelled & given to the Kindergarten Teacher.

Parents must also provide appropriate hats and clothing to protect face, neck, ears and shoulders. Children must wear hats whenever they are outside and will be encouraged to use available shaded areas where possible. Sunsmart clothing should always fully cover children's shoulders / upper arms (no singlets please).

### ***Emergency Evacuation***

Kiewa Valley Kindergarten has developed an Emergency Management Plan (EMP) to cover all identified risks and provide an orderly evacuation from the Kindergarten if required. A copy of this document is available for parents to view. Staff conduct a practice drill of the evacuation plan each term in order to familiarise children with the EMP procedures and to encourage compliance with directions in the event of an emergency. Fire extinguishers are located within the Kindergarten, and staff are allocated specific roles in the event of an emergency to ensure all children are safely removed from the premises and that the attendance register is also removed so that parents can be contacted.

### ***Child Protection issues***

Child abuse is an act that endangers a child's physical or emotional health or development. The abuse may occur as physical injury, sexual abuse, emotional abuse or neglect. Where an Educator has reason to suspect abuse of a child, they have a legal responsibility to work with the relevant Director and the parent/guardian (if appropriate) to determine the validity of the concern. If the review of the situation identifies abuse is taking place, the Director will refer to the situation to the appropriate authorities.

## **REGULATIONS, STANDARDS AND POLICIES**

### ***Regulations***

The Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010, as well as the National Quality Standards, are mandatory for all Early Years Services. Services are closely monitored by the Children's Services Authorised Officers who can conduct random inspections of the service to ensure the services are providing quality care and education for all children and families.

These regulations are set in place to ensure the safety and wellbeing of the children in the service and are used to guide any decisions or changes made. The regulations also set the basic ratio of staff to children, which is currently:

The educator to child ratio for children aged more than 36 months – 1 educator to 11 children. The Regulations and Law Act are available for families to read, please ask an educator to show you where you can locate these within the Kindergarten.

### ***National Quality Standards***

The National Quality Standard Assessment focuses on the standards of care and education that exists in every Australian Children's Service. In order for our kindergartens to participate in this process, we encourage and welcome parents to be part of our service and join with staff and management in working to maintain high quality child care and education to meet and exceed these standards.

The National Quality Standards comprises of seven quality areas that cover the following topics;

- Educational Program and Practice;
- Children's Health and Safety;
- Physical Environment;
- Staffing Arrangements;
- Relationships with Children;
- Collaborative Partnerships with Families and Community; and
- Governance and Leadership

All Kindergartens will undergo assessment and rating visits and are required to use a Quality Improvement Plan to assist with this process. More information about all of these areas and the National Quality Standards can be obtained from the staff at each of our Kindergartens or visit [www.acecqa.vic.gov.au](http://www.acecqa.vic.gov.au)

### ***Kiewa Valley Kindergarten Policy Manual***

Kiewa Valley Kindergarten has a Policy manual that reflects the Education and Care Services National Law Act 2010, The Education and Care Services National Regulations 2011 and Kiewa Valley Kindergarten's recommendations for best practice. Our policy manual is located within the kindergarten room and is available for families to read. Our policies are reviewed annually or as required. A copy of individual policies can be provided to parents on request.

### ***Privacy***

Kiewa Valley Kindergarten are committed to full compliance with its obligations under the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001(Vic). All personal and health information provided by you regarding yourself and your child and any other person will only be used to ensure the health and safety of your child whilst they are in attendance at kindergarten.

All personal information collected is a requirement of the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.

Personal and or sensitive information may be disclosed to the Department of Education and Training (DET) to meet funding requirements for the program your child attends.

In addition:

- We will only use personal and health information provided by you for the purpose for which it was collected as stated above. This information will not be used for any other purpose without prior consent
- We will not disclose your personal information to a third party and will take all necessary measures to prevent unauthorised access or disclosure outside of the requirements outlined above
- We will ensure that your personal information is not disclosed to other institutions and authorities outside Council without prior consent except if required or authorised by law
- If required information is not supplied as requested, your child will not be able to attend the service

- With limited exceptions we will give you access to information we retain about you within a reasonable time, upon presentation of a written request

For further information refer to the Kiewa Valley Kindergarten Privacy Policy available for viewing at the Kindergarten or on request.

Should you have any queries regarding any aspect of Kiewa Valley Kindergarten's Privacy processes, please contact the Kindergarten Director.

Photographs of your child are used by educators to record your child's learning and development. On your enrolment form you are asked whether you give permission for this digital media to be used to promote our services through printed articles or on social media. If you give permission, they will only be used on the Kiewa Valley Kids sites and in publications authorized by Kiewa Valley Kindergarten to promote our services.

## Concerns from Families

Kiewa Valley Kindergarten is committed to ensuring that concerns raised by families and staff are investigated in a timely manner and corrective action taken where necessary. In the first instance, families and staff are encouraged to raise the matter with the Kindergarten Director to resolve the issue. Confidentiality of the concern or complaint will be maintained by all involved. If parents or staff are dissatisfied with the outcome and believe the Kindergarten is in breach of the Children's Services Regulations and Act, they may contact the Department of Education and Training.

## Access and Inclusion

### *Diversity and inclusion policy*

Kiewa Valley Kindergarten aims to be a Kindergarten where children can realise their full potential regardless of race, colour, religion, or gender. To achieve this, we aim to:

- Ensure children recognise and appreciate the diversity of cultures within Australia by providing access to information about these cultures
- Provide experiences that develop an awareness of Aboriginal and Torres Strait Islander Heritage
- Encourage all persons to communicate respectfully
- Ensure equality and a sense of belonging
- Recognise values and differences
- Ensure a working environment that supports the wellbeing of all staff.

Multicultural education is introduced through books, music and song, cooking, art and craft, clothing and play equipment. Parents from non-English speaking backgrounds will be encouraged to contribute knowledge of their culture to enhance the learning program.

### *Disability*

Kiewa Valley Kindergarten believes that all children have the right and should have the opportunity to develop to their full potential. Children and their families using our Kindergarten are encouraged to accept differences, appreciate each other and adopt a positive attitude to people with different abilities. Educators will ensure that resources and activities

at the Centre reflect people's different abilities. In order to enact our commitment to children with all abilities, the Centre will ensure that:

- The physical environment and experiences are modified according to the child's abilities.
- Resources and materials show adults and children with different abilities.
- All children have the opportunity and encouragement to develop positive self-esteem.
- Relevant staff members' training and resource needs in relation to children with additional needs will be assessed and updated on a regular basis.
- Feedback and parent involvement will be sought in all aspects of the Centre's functions (regular programs, incursions and special events.)
- The program reflects the individual needs of the child and promotes integration and acceptance within the group.
- Outside assistance and advice is sought when required, in order to support individual children and the rest of the group.