



KCCC Members

HANDBOOK

2018



WWW.KCCC.ORG.AU

HOURS OF OPERATION

7.30am – 6.00pm

Monday to Friday

ADDRESS

81B Altona Street

Kensington 3031

CONTACT

Phone: 9376 4565

Email: info@kccc.org.au

Social: facebook.com/KCCCchildcare

WEB

www.kccc.org.au

We hope you have an enjoyable experience at Kensington Community Children's Cooperative. For more detailed information about our service please see www.kccc.org.au

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CALENDAR

KCCC 2018

KCCC CLOSURES 2018	DATE
New Year's Day	Sunday 1 January & Monday 2 January
Australia Day	Friday 26 January
Labour Day	Monday 12 March
Good Friday	Friday 30 March
Easter Monday	Monday 2 April
Anzac Day	Wednesday 25 April
Queen's Birthday	Monday 11 June
AFL Grand Final Eve	Friday 28 September
Melbourne Cup	Tuesday 6 November
Christmas Day	Tuesday 25 December
Boxing Day	Wednesday 26 December

Kindergarten program operates during school term dates.

SCHOOL TERM DATES 2018	DATE
Term 1	Monday 30 January – Thursday 29 March
Term 2	Tuesday 16 April – Friday 29 June
Term 3	Monday 16 July – Friday 21 September
Term 4	Monday 8 October – Friday 21 December

WELCOME

SIGI HYETT

Welcome to Kensington Community Children's Co-operative (KCCC). KCCC is unique in its co-operative model. We are a non-for-profit community-based model governed by a committed group of parents with extremely dedicated and highly qualified staff. We offer education and care to children from 6 weeks to school age as well as sessional and integrated kindergarten programs. We are a 140 place centre with 50 dedicated staff.

We provide a safe and nurturing environment in which we stimulate enquiry, invite discussions, engage the senses and offer choices to learn, discover and grow. Our natural setting is part of our program and we encourage and foster sustainable practices.

We have been proudly educating and caring for children from Kensington and surrounding areas since 1982. The facility is owned by the City of Melbourne (CoM). KCCC leases the building and works in partnership with the CoM to maintain the premises.

KCCC's Co-operative model is designed to foster positive family involvement, where the concept of family is at the centre. We place great importance on developing strong relationships with families and children and listening to children's voices. This assists us to develop meaningful programs that nurture children's needs and interest.

This handbook is designed to provide members with important information about how the service operates and what is required of members who use the service. We hope that this information assists in providing a positive education and care experience for you and your child/ren. It should be read in its entirety and if you have any questions please feel free to contact us.

Please feel free to have a chat to our staff as you walk past the offices. KCCC prides itself on open and friendly communication. We are always interested in feedback from parents and encourage you to raise any observations you may have.

Thank you for choosing to bring your child/ren to KCCC. We hope your stay with us will be a rewarding and enjoyable experience. ■



Sigi Hyett, General Manager

BACKGROUND



KCCC was established in 1982 in Henry Street, Kensington as a 35-place long day care centre. In 1996, when demand far exceeded the capabilities of the Centre, the CoM built the facilities in Altona Street, alongside the existing Kindergarten. The service relocated to its current 140-place facility, which includes 80 places for 4-year-old Kindergarten.

OUR MISSION

KCCC is a not-for-profit community organisation that values and supports children and their families.

We provide quality early childhood education that helps children grow, develop and learn in a safe and stimulating environment.

Our natural setting is an integral part of our program and we encourage and foster sustainable practices.

OUR VALUES

KCCC

IN RELATION TO CHILDREN:

We value the uniqueness of each child, their interests, learning styles, and backgrounds.

IN RELATION TO FAMILIES:

We recognise and value the primary role that families play in their children's lives.

IN RELATION TO STAFF:

We value all staff at KCCC, acknowledge their commitment and support their continued professional growth.

IN RELATION TO OUR COMMUNITY:

We value strong partnerships with members of our community, show respect regardless of background, and acknowledge their role within our service.



GOALS AND STRATEGIC OBJECTIVES

- 1 To provide an integrated quality children's service that plays an active part in our community
- 2 To create a safe environmentally, social, and financially sustainable enterprise
- 3 To be proactive in engaging families to contribute and benefit from the program
- 4 Ensure all staff have professional, consistent and available professional learning opportunities

NATIONAL QUALITY FRAMEWORK

KCCC



The National Quality Framework is part of the Council of Australian Government's (COAG) extensive reform agenda for early childhood education and care. Like other early childhood education and care providers across Australia, KCCC is working towards accommodating the requirements arising from the reform measures. The National Quality Framework sets a National Quality Standard for early childhood education and care providers.

The National Quality Standard gives families clear information about the

quality of early childhood education and school-age care services that they can expect their children to receive. There are seven 'quality areas' in the National Quality Standard which cover aspects essential to the provision of quality early childhood education and care.

For further information on the National Quality Standards please visit:

<http://www.acecqa.gov.au/national-quality-framework/the-national-quality-standard>



KCCC EXCEEDS NATIONAL QUALITY STANDARDS



STANDARD 1 — EDUCATIONAL PROGRAM AND PRACTICE

ELEMENTS	1.1	An approved learning framework informs the development of a curriculum that enhances each child's learning and development.
	1.2	Educators and coordinators are focused, active and reflective in designing and delivering the program for each child.

STANDARD 2 — CHILDREN'S HEALTH AND SAFETY

ELEMENTS	2.1	Each child's health is promoted.
	2.2	Healthy eating and physical activity are embedded in the program for children.
	2.3	Each child is protected.

STANDARD 3 — PHYSICAL ENVIRONMENT

ELEMENTS	3.1	The design and location of the premises is appropriate for the operation of the service.
	3.2	The environment is inclusive, promotes competence, independent exploration and learning through play.
	3.3	The service takes an active role in caring for its environment and contributes to a sustainable future.

STANDARD 4 — STAFFING ARRANGEMENTS

ELEMENTS	4.1	Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing.
	4.2	Educators, coordinators and staff members are respectful and ethical.

STANDARD 5 — RELATIONSHIPS WITH CHILDREN

ELEMENTS	5.1	Respectful and equitable relationships are developed and maintained with each child.
	5.2	Each child is supported to build and maintain sensitive and responsive relationships with other children and adults.

STANDARD 6 — COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

ELEMENTS	6.1	Respectful supportive relationships with families are developed and maintained.
	6.2	Families are supported in their parenting role and their values and beliefs about child rearing are respected.
	6.3	The service collaborates with other organisations and service providers to enhance children's learning and wellbeing.

STANDARD 7 — LEADERSHIP AND SERVICE MANAGEMENT

ELEMENTS	7.1	Effective leadership promotes a positive organisational culture and builds a professional learning community.
	7.2	There is a commitment to continuous improvement.
	7.3	Administrative systems enable the effective management of a quality service.

GOVERNANCE & MANAGEMENT

KCCC

KCCC is a parent governed centre whose parents are members. The members appoint the Board of Directors of the cooperative. The Board has a governance role and sets the mission, vision and strategic plan for the centre. KCCC is a legal entity similar to a company, however KCCC is a not for profit organisation and its accounts are independently audited and filed annually with ASIC.

The Board has a governance role and the General Manager, Sigi Hyett manages the centre and is responsible for ensuring the delivery of a comprehensive early childhood program to all children. The General Manager is supported by a management team consisting of a Pedagogical Leader, Program Leader and Management Accountant. ■

BOARD AND MANAGEMENT

EXECUTIVE COMMITTEE, CONSISTS OF THE CHAIR, SECRETARY AND TREASURER

- Holds some special decision making powers
- Specific responsibilities to Department of Consumer Affairs (regular of the Co-Op Act)
- Elected to manage the Governance of the Board

BOARD, ELECTED BY CO-OP MEMBERS AT THE AGM

- At least half of the Board must retire every two years
- Responsible for the appointment and management of the General Manager
- Each of the non-Executive Board members may sit on a sub-committee, working group and/or may be responsible and accountable for one of the Board guiding documents
- The quorum for a board meeting is five of the nine members

GENERAL MANAGER, RESPONSIBLE FOR THE DAY TO DAY OPERATION OF THE CENTRE

- Joint responsibility for establishing the strategic vision
- Accountable to and reports to the Board
- Overall management of staff and the operation of the centre in accordance with policies and relevant legislation and standards
- Financial management of the Centre
- Communicate the vision and plan for the Centre
- Promote and build teamwork
- Encourage excellence in the delivery of services
- Ensure the effectiveness, efficiency, integrity and viability of the Centre
- Ensure compliance with local, State and Commonwealth regulatory requirements
- The General Manager acts as the management representative on the Board and provides liaison between the Board and staff and members generally.

MEMBERSHIP

KCCC



We are unique in our cooperative model and celebrate a strong sense of community. When a place is offered to a child, the family must become a member of the co-operative. Membership of the co-operative includes the requirement to hold one share per family. This provision also states that if a member fails or ceases to be an active member the membership is cancelled and the share is forfeited.

Membership conveys the entitlement to attend meetings of the co-operative and cast a vote at meetings for election of

directors and other resolutions from time to time.

The Board has a governance role and is supported by sub-committees and working groups that is made up of parents of the children attending the centre enabling them to participate in the life of the centre and making our environment welcoming, caring, stimulating and positive.

Upon acceptance of the offer of a place for your child at KCCC your share certificate will be issued and \$5 charged to your account on your first bill for this share. ■

LEGAL STRUCTURE

KCCC IS AN INCORPORATED CO-OPERATIVE UNDER THE CORPORATIONS ACT.

Copies of the constitution are available to members on request.

The Centre is audited each year in accordance with licensing requirements. Copies of audited accounts are freely available to members at the Annual General Meeting held at the beginning of each year or at other times upon request.



OUR STRENGTHS

KCCC



CO-OPERATIVE STYLE OF MANAGEMENT

We believe that the co-operative style of governance is highly regarded by our members and the wider community. Surveys of our members conducted in recent years suggest that for many families, this was valued and one of the reasons for choosing to send their children to the Centre.

OUR EMPLOYEES

We value our employees and this is reflected in the stability of service provided. Some of our experienced staff have been employed for lengthy periods providing families, past and present, with stability, consistency and excellent care. We also welcome additional team members to our staffing group who bring fresh ideas to our service. Our educators hold relevant approved qualification such as Masters, Bachelor of Early Childhood or Diploma in Early Childhood or Certificate III in Children's Services. All educators participate in professional development sessions throughout the year. All educators have:

- Working with Children Check
- Level 2 first aid
- CPR training
- Anaphylaxis training
- Asthma training



PARENT PARTICIPATION

Parent participation is seen as essential to the operation, management and future development of KCCC. As a Community Co-operative, governed by an elected and voluntary group of members, we actively encourage parents to share their skills, knowledge and culture and become involved in:

- the overall management of the service
- participation in our sub committees
- fund raising for improvements to the service
- general maintenance of the service and working bees
- the development of our service philosophy, mission, policies and objectives



EARLY YEARS LEARNING FRAMEWORKS

KCCC

'VICTORIAN EARLY YEARS LEARNING FRAMEWORKS' ARE CURRICULUM FRAMEWORKS FOR CHILDREN WITHIN EARLY YEARS SERVICES IN AUSTRALIA

The framework aims to advance children's learning and development by supporting early childhood professionals to work together and with families to achieve common outcomes for all children. Educators recognise that they need time to interact with friends, practice social skills, solve problems, try new activities and learn life skills. Children's learning in early years settings compliments their learning at home.

At KCCC there is great importance placed on relationships and nurturing children's needs and interests. We engage in family centred practice by respecting the pivotal role of families in children's lives. We link our practice to the Victorian Early Years Learning Practice Principles and outcomes.

These five outcomes are designed to capture the integrated and complex well-being, development and learning of all children. These outcomes are broad and observable and include:

- **Children have a strong sense of identity**
- **Children are connected with and contribute to their world**
- **Children have a strong sense of well being**
- **Children are confident and involved learners**
- **Children are effective communicators**

'EYLF' and 'VEYLF' have been incorporated in the National Quality Standard to support consistent and quality education and care across sectors and jurisdictions. ■



LEARNING OUTCOMES

KCCC

CHILDREN HAVE A STRONG SENSE OF IDENTITY

Belonging, being and becoming are integral parts of identity. In our early childhood settings children develop a sense of belonging when they feel accepted, develop attachments and trust those that care for them. As children are developing their sense of identity they will explore different aspects of it (physical, social, emotional, spiritual, and cognitive), through their play and their relationships. Children will develop their emerging independence, resilience and sense of agency. Children develop confident self-identities and learn to interact in relation to others with care, empathy and respect.

CHILDREN ARE CONNECTED WITH AND CONTRIBUTE TO THEIR WORLD

As children move into the early childhood setting they broaden their experiences as participants in different relationships and communities.

Children develop a sense of belonging to a group at long day care or kindergarten. They develop an understanding of the reciprocal rights and responsibilities necessary for active community participation. Children learn to respond to diversity with respect, become aware of fairness and show respect for the environment.

CHILDREN HAVE A STRONG SENSE OF WELL BEING

Wellbeing is correlated with resilience, providing children with the capacity to cope with day-to-day stress and challenges. The readiness to persevere when faced with unfamiliar and challenging learning situations creates the opportunity for success and achievement. Our early childhood service provides many opportunities for children to experience a range of natural environments that support physical activity with attention to fine and gross motor skills. These skills provide children with the foundations for their growing independence and satisfaction in being able to do things for themselves.

CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS

Active involvement in learning builds children's understanding of concepts and the creative thinking and inquiry processes that are necessary for lifelong learning. Our Early Years programs develop children's disposition for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity. Children develop a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating.

CHILDREN ARE EFFECTIVE COMMUNICATORS

Literacy and numeracy capabilities are important aspects of communication and are vital for successful learning. Children's experiences at KCCC build on the range of experiences with language, literacy and numeracy that children have within their families and communities. Our educators promote positive attitudes and competencies in literacy, acknowledging the importance of children's first language and numeracy which are essential for children's successful learning.

BILINGUAL / MULTICULTURAL EDUCATION

KCCC provides education which:

- actively supports and extends children's first language
- provides equal opportunities for children to use both the first and second language
- encourages children to take pride in their culture and language
- provides cultural support for parents and children
- actively encourages participation of bilingual parents/staff ■

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS



KCCC



KCCC ensures compliance with the Education and Care Services National Law and Regulations. As part of this requirement we are required to keep a record of every child's guardianship and daily arrival and departure times.

A child cannot be enrolled at a centre unless the parent/guardian has authorised the centre to seek a medical, hospital or

ambulance service if required (as per our confidential enrolment form).

Please note: In emergency situations, an ambulance will be called by staff and the parents will be liable for any costs.

A child cannot be left at the centre unless the parent/guardian has completed the confidential enrolment form, which requires at least one other person's name

and phone number (other than the parent/guardian) so in the event of the parent/guardian being unable to be contacted, there is someone the staff can contact in the case of an emergency.

Please let staff know if there are any changes to your family details, by completing our change of details form. ■

FEES

KCCC

- **A \$25 application fee is required as a once off payment, due at initial application on waitlist.**
- **Fees are compulsory and invoices will be emailed or posted to families fortnightly for Long Day Care program, the Integrated Long Day Care Program and prior to each term for Sessional Kindergarten**
- **Fees are due two weeks in advance upon enrolment.**
- **The policy of payment in advance is in place to avoid any overdue or debt collection fees. Copies of these Enrolment Conditions are available for your records upon request.**
- **Direct debit via EziDebit is the preferred method of payment. Direct deposit into KCCC bank account is also available. Details will also be printed on the Invoice.**

Parents/Guardians experiencing difficulty in paying fees are requested to contact the Management Accountant to discuss. The Privacy and Confidentiality Policy of the service will be complied with at all times in relation to a family's financial/personal circumstances.

NON-PAYMENT OF FEES

KCCC has the discretion to withdraw service on non-payment of fees, as per KCCC Fees Policy.

CHILD CARE BENEFIT EFFECTIVE UNTIL 1 JULY 2018

Child Care Benefit is a Commonwealth Government payment to help families who use either approved or registered childcare services. KCCC is an approved child care service. The Child Care benefit is available for families whose income meets the eligibility criteria.

When you enrol for long day care, we will provide you with information to enable you to make a claim with the Family Assistance Office ("FAO" are located in all Centrelink offices). You may choose to receive the benefit as a reduction to your weekly fees or as a lump sum payable by FAO, on a quarterly basis or at the end of each financial year.

To enable KCCC to provide the best possible service to parents and guardians to meet the requirements associated with offering the Child Care Benefit Scheme, we rely on the cooperation of parents and guardians to complete several tasks.

For parents/guardians to receive reduced fees using Child Care Benefit Scheme (CCB) or to claim CCB as a lump sum at the end of the financial year, you are required to:

- 1. Provide the centre with the CCB holder's CRN (customer reference number)**
- 2. Provide the centre with your child/ren CRN (children's reference number)**
- 3. Provide the centre with the CCB holder's date of birth.**
- 4. Sign your child/ren in and out of the programme each day.**
- 5. Provide the service with a copy of your child/ren Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR). ►**

FEES

KCCC

PARENTS ARE REQUIRED TO NOTIFY KCCC IF THE FOLLOWING OCCURS:

1. You have used absence days in other approved Child Care Services during the current financial year.
2. You have other children in approved care services when you have a child/ren attending the programme.
3. Your contact details have changed or are incorrect.
4. If your child will be absent for a particular day.
5. Your child/ren will be ceasing care at KCCC – four week written notice is required.

Further information on family's entitlements under the Child Care Benefit Scheme can be obtained by contacting your nearest Centrelink office or visiting the following website www.familyassist.gov.au/payments/family-assistance

CHILD CARE REBATE (CCR) EFFECTIVE UNTIL 1 JULY 2018

Child Care Rebate (CCR) covers 50% of out of pocket expenses up to \$7,500 per child per financial year. This is available to all families who have working or studying parents and is not means tested. Families are encouraged to contact FAO and or the ATO directly in relation to their entitlement to these benefits.

KINDERGARTEN FEE SUBSIDY

Kindergarten Fee Subsidy (KFS) is a state government subsidy paid directly to the funded service to enable eligible families to attend a funded sessional kindergarten program at no cost (or minimal cost) to promote participation. Eligible families include those that hold a Health Care Card. For more information please visit: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfeesubsidy.as>



CHILD CARE SUBSIDY (CCS)

EFFECTIVE AS OF 2ND JULY 2018

As of the 2nd July 2018, the Child Care Subsidy (CCS) will replace the CCB and CCR. The CCS is means tested and will be calculated based on combined income, the activity level of both parents and the type of child care service.

The CCS will be paid directly to the service to be passed to families as a fee reduction.

For more information or to estimate what your CCS reduction will be, please visit <https://www.education.gov.au/child-care-subsidy-0>

ARRIVAL AND DEPARTURE PROCEDURES

KCCC

It is the parent/guardian's responsibility to sign attendance records at all times. In the event of an emergency the attendance record is used to account for all children in the centre.

There is provision on the enrolment form to indicate if your child will be regularly picked up by someone other than a parent. Please ensure this information is kept up to date.

The staff do not have the authority to hand over the child to someone other than the legal guardian or a person nominated by the legal guardian. Children will not be released to anyone under the age of 16 years.

LATE COLLECTION

All children must be collected from the centre by the centre's closing time at 6.00pm. The Management reserves the right to implement a late collection charge when Parents/Guardians are frequently late. Parents/guardians are required to notify the centre immediately if they are going to be late collecting their child. If after 15 minutes, parents/guardians have not made contact with the centre, the staff

will contact the emergency contact person to arrange collection of the child/ren. It is Parents responsibility to let KCCC know if your child cannot attend the program.

CANCELLATIONS AND ABSENCES

For families receiving CCB and CCR, Government Child Care Management System (CCMS) purposes, cancellations and absences will be marked as an absence if appropriate notice has been given.

Children are allocated 42 absences a year for all approved Child Care Centres. If parents exceed their 42 absences then special approval must be granted to claim extra absent days. Four weeks written notice is required to cancel any permanent booking. Upon cancellation of care, you will be asked to complete an exit form. This form is for centre information only.



HEALTH PROCEDURES

KCCC

ACCIDENTS

In the event of a serious accident or illness, staff will contact an ambulance where necessary. The parent or emergency contact will be contacted immediately.

All accidents and illnesses are recorded in the 'Accident record'. The record will indicate the nature of the incident, action taken, staff in attendance, other witnesses, notification to parents etc. The parent's signature acknowledging and verifying they have been informed is required. All serious incidents and/or accidents are reported to the Department of Education and Training as part of regulatory requirements.

OCCUPATIONAL HEALTH & SAFETY

KCCC is committed to providing and maintaining work environments and systems of work that are safe and without undue risks to health. We are committed to the health, safety and welfare of all our members, including employees, students and visitors to the service.

SUN SMART

Our centre aims to prevent and reduce exposure to UV rays during the day, as well as educating children about the dangers of the sun. This will lead to the children developing good sun-protection habits.

Hats are essential for outdoor play. We have a policy of "No Hat No Outdoor Play". KCCC legionnaire hats are available from

the office at the cost of \$10 each.

Hoods or baseball caps are not acceptable. The hat must protect the face, ears and back of the neck. All staff are also required to wear an appropriate sunhat.

Tops or dresses without sleeves are not permitted. Clothing must cover the child's shoulders.

Sunscreen will be applied to children before outdoor play. Parents will need to supply their own 50+ sunscreen (to leave at the centre) if their children are allergic to some sunscreens.

Please speak to the staff member in your child's room about other ways of being "sun-smart".

ILLNESS AND INFECTIOUS DISEASE

Infectious diseases are common in children. Children are at a greater risk of exposure to infections in a children's service than at home due to the amount of time spent with a large number of other children. Infectious diseases are divided into four categories (A, B, C, and D) on the basis of the method of notification and the information required. The Department of Health has developed a document, Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts, to assist in protecting the public by preventing, or containing, outbreaks of infectious conditions common in schools and other

children's services and is regulated by the Public Health and Wellbeing Regulations 2009. KCCC is committed to:

- providing a safe and healthy environment for all children, staff and any other persons attending the service
- responding to the needs of the child or adult who presents with symptoms of an infectious disease or infestation while attending the service
- complying with current exclusion schedules and guidelines set by the Department of Health
- providing up-to-date information and resources for families and staff regarding protection of all children from infectious diseases, immunisation programs and management of infestations.

KCCC policies do not permit children with an infectious illness to attend the centre. A child with an infectious illness/condition jeopardises the health of other children, staff and other families. A medical certificate may be required before a child can return to the service. ►

HEALTH PROCEDURES

KCCC

HEALTH AND ABSENCE

If your child is ill, please do not send them to the Centre until they are well again. If your child has an infectious disease, please contact us to find out how long your child will need to be excluded or refer to the infectious diseases table displayed in the Centre.

Please ring the Centre to let us know your child will be absent. This assists us in our daily planning.

If you are going away on holiday during the term, please let us know how long you intend to be absent. Remember - fees still need to be paid, since your child is occupying one of the limited places.

ADMINISTRATION OF MEDICATION

Your child's health and comfort are important. If your child is required to take any medication prescribed by a qualified medical practitioner, it is necessary that staff be advised and that certain procedures and safeguards are followed.

If parents require staff to administer any form of prescribed medication to children, written consent must be provided. Medication must be in the original container with the original label attached and handed to a staff member. The staff member will confirm details with the parent. Only medication specifically prescribed for the child will be administered

by staff. Administration of medication will be recorded in the medication book. Details to be recorded include:

- **parent's authorisation**
- **name of medication**
- **expiry date of medication**
- **dosage to be administered**
- **when medication should be administered**
- **dosage actually administered**
- **time it was administered**
- **who administered medication**
- **who checked dosage administered**

Parents will need to provide enough medication to be kept at the service for the duration of time it is needed to be administered. (i.e.: antibiotics etc.)

In the case of an emergency, verbal authorisation may be given by the parent/guardian for the administration of medication. This must be followed by written confirmation as soon as possible. The verbal authorisation will be verified by a second person.

IMMUNISATION & EXCLUSION

From 1st January 2016, the Department of Health's 'No Jab, No Play' policy will take effect. All children enrolling in any Early Years' Service or school need to produce proof of immunisation. This record needs to be sighted by KCCC and recorded. It is important that your child's immunisations are kept up to date or have an approved medical exemption signed by a Doctor.

Where a child has an exemption for medical reasons, the child may be excluded from the centre when there is an outbreak of a disease that can be immunised against. In this case the parent will still be liable for the full payment of fees. **Minimum Period of Exclusion Table over page...** ►



Minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts

health

Public Health and Wellbeing Regulations 2009

Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (*Public Health and Wellbeing Regulations 2009*).

In this Schedule, medical certificate means a certificate from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles*	Exclude for at least 4 days after onset of rash	Unimmunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria — other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella* (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Statutory rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7; or
- specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs marked in **bold** with an asterisk (*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Section on 1300 651 160 or visit ideas.health.vic.gov.au



To receive this document in an accessible format email: Infectious.diseases@health.vic.gov.au
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Department of Health

HEALTH PROCEDURES

KCCC

ANAPHYLAXIS & ALLERGIES

KCCC has a responsibility to provide a safe environment for children with allergies. Anaphylaxis is a severe, life-threatening allergic reaction. In children, common allergies are often nuts, eggs and milk, among others. If your child has an allergy, please let your educator know as soon as possible. Educators at KCCC will work with you to develop a risk-minimisation plan for your child.

Anaphylaxis or asthma management plans are to be developed before a child commences their first session. These must be signed by your child's doctor and given to staff to keep on file.

Parents with children who suffer from Anaphylaxis and/or Asthma must ensure an auto Injection device and/or asthma medication remain at the service at all times.

HEAD-LICE

KCCC is aware that head lice infestation can be a sensitive issue, and is committed to maintaining children's confidentiality and avoiding stigmatisation at all times. However, management of head lice infestation is most effective when all children and their families actively support our policy and participate in our screening program.

With the consent of parents, head lice inspections will be carried out. All inspections will be conducted in a

culturally-appropriate and sensitive manner, and information about why the inspections are conducted and the benefits of preventing infestations will be explained to children prior to conducting the inspections.

Only the General Manager as the Approved Provider or the Pedagogical Leader as the Nominated Supervisor or an external person approved by the service, such as a nurse employed by the local council, will be permitted to carry out inspections on children at the service. Each child's hair will be inspected for the presence of head lice or lice eggs.

Where live head lice are found, KCCC will notify the parents/guardians to collect their child from the service and will provide them with relevant information about the treatment of head lice. Other families will be provided with a notice to inform that head lice have been detected in the group and to encourage them to be vigilant and carry out regular inspections of their own child.

Please note that while head lice do not spread disease, they are included in the Department of Health's exclusion table which defines the minimum period of exclusion from a children's service for children with infectious diseases. According to this table, where a child has head lice, that child must be excluded until the day after appropriate treatment has commenced.



BIRTHDAYS

KCCC

Parents are welcome to participate in the celebration of their child's birthday at the Centre. If you wish to provide a party please do not bring soft drinks, chips or sweets. A plain birthday cake is welcome, with a list of ingredients. This is best arranged in advance with the staff in your child's room.

If you are giving out birthday party invitations, please do this discreetly.



EMERGENCY MANAGEMENT

KCCC

The Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations, Regulation 97, requires the approved provider of an education and care service, to take adequate precautions to protect children from harm or hazards and develop and regularly practise emergency procedures. An Emergency Management Plan has been developed to outline actions to be taken in the event of:

- emergency incidents occurring within KCCC building or grounds
- emergency incidents occurring outside of KCCC that has the potential to impact on the service

In the event of an emergency, the aim of this plan is to ensure the safety and protection of children, visitors and staff in the service. The emergency management plan for KCCC is located at reception.

Emergency contact information section on the enrolment form must be completed as part of your enrolment process.



INTERACTIONS WITH CHILDREN

KCCC

Our Educators take a positive approach to interactions with children as reflected by the KCCC Interactions with Children Policy. Our aim is to:

- listen to children;
- provide clear, consistent and realistic limits;
- maintain children's self-esteem whilst helping them learn self-control;
- give children the opportunity to make choices and where appropriate, experience the consequences of their own behaviour;
- provide a stimulating and adequately equipped environment; and
- support children with strategies they can employ to help them through challenging situations.



CHILD SAFE ORGANISATION SAFETY ISSUES

KCCC

KCCC is a child safe organisation and all staff at KCCC have undertaken the mandatory child protection training. The safety and welfare of our staff and children is of paramount importance. The safety measures in place at the Centre include:

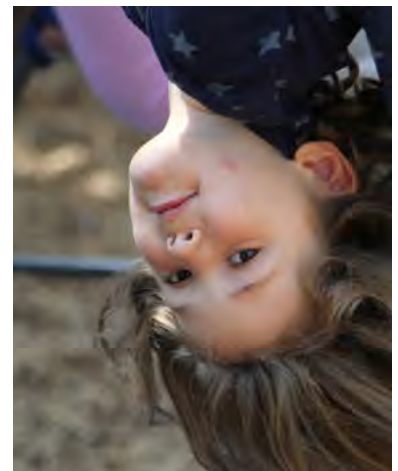
- All staff have undertaken child protection training and are aware of their requirements under the child safe legislation.
- A child safe policy is in place
- A child protection policy is in place
- All volunteers working with the children must have a current and valid Working with Children Check (WWCC)
- All staff must have a current valid WWCC or Victorian Teachers registration.
- All volunteers who participate in KCCC working bees must hold

a current and valid WWCC or Victorian teachers registration

- Access to both the long day care and Kindergarten rooms is restricted by security doors that require a password. The passwords are changed regularly or as required. Please refrain from giving out the code to other persons or your child. This allows our staff at Reception to monitor who is coming in and out of the centre.
- On arrival at the Centre each day, each child must be signed-in. Tablets are located at reception for parents to sign in and out electronically which is password protected. Only guardians of children can set their own password.
- When leaving the Centre each day, each child must be signed-out.
- Unless otherwise advised by the parent / guardian, children are not allowed to leave the Centre with

anyone except the people listed as authorised on the enrolment form.

- All regulations in relation to fire prevention and management are adhered to including regular fire drills, maintenance of firefighting equipment etc.



COMPLAINTS

■ KCCC

If for any reason you have a complaint or question regarding the care of your child or operation of the Centre you should first approach the relevant staff member directly. If this is not effective, or

not appropriate, then you should consult the General Manager who will advise you of the actions to be taken in accordance with our Complaints and Grievance Policy.

FAMILY LAW ISSUES

■ KCCC

The parent/guardian shall notify KCCC in writing of any Orders made by a court relating to custody or access to the

child. It shall be the parent's responsibility to keep KCCC informed of any changes in that respect.

PHOTOGRAPHS

■ KCCC

Photographs will be taken by KCCC staff to record observations, learning, excursions, incursions and activities in which the children participate. All families are

invited to give consent to have their child photographed. The permissions section of the enrolment form will need to be completed.

MEALS & MENUS

KCCC

We promote healthy eating habits and dental hygiene at KCCC. A prepared meal is provided each day which meets the nutritional needs of children. Meals consist of

morning tea, afternoon tea, and lunch. A menu is displayed in the kitchen and at the centre notice boards for parents' information. Please consult the Centre policies for information on our nutritional guidelines.

SAMPLE MENU	
MONDAY	MORNING TEA: Toast and Cheese and a Mixed Fruit Platter
	LUNCH: Fried rice and Broccoli with Cheese Sauce
	AFTERNOON TEA: Carrot Slice and a Mixed Fruit Platter
TUESDAY	MORNING TEA: Cereal and a Mixed Fruit Platter
	LUNCH: Soup and Roll
	AFTERNOON TEA: Orange and Date Loaf and a Mixed Fruit Platter
WEDNESDAY	MORNING TEA: Bread and Butter and Fruit Salad and Fruit Yoghurt
	LUNCH: Chicken Rissoles and Mixed Vegetables
	AFTERNOON TEA: Carrot Slice and a Mixed Fruit Platter
THURSDAY	MORNING TEA: Cubed Fruit Skewers and Fruit Yoghurt and a Mixed Fruit Platter
	LUNCH: Creamy Cheese Pasta
	AFTERNOON TEA: Toast with Tomato and Cream Cheese and Mixed Fruit Platter
FRIDAY	MORNING TEA: Mountain Bread with Cream Cheese and Sultanas and a Mixed Fruit Platter
	LUNCH: Vegetable Beef Patties with Salad
	AFTERNOON TEA: Bran and Prune Muffins and a Mixed Fruit Platter

Note: Menu may change without notice

STORYPARK

HOW KCCC COMMUNICATES ABOUT YOUR CHILD'S LEARNING AND DAYS



Kensington Community Children's Cooperative (KCCC) uses an app called Storypark. This is a secure, private online space to ensure that you are involved and up-to-date with your child's education and development.

Storypark provides each child with an online community which you (their parent/guardian) own and control who has access to, at no cost, for as long as you wish.

You can choose to add your own stories or leave comments and feedback for children and our educators and staff. You can also choose to share these stories with family members if you wish. We hope that you will invite your extended family, Grandparents, etc. so that the children have an authentic audience who are genuinely interested in their learning.

Obviously we have considered the aspects of cyber safety and made sure our staff have the knowledge and skills to ensure we are cybersafe. KCCC and

Storypark takes security very seriously. Storypark is not open for anyone to read, it is a password-protected private space for you, your child's educators and your family.

Content we add will only be shared with our educators and the family members you choose to invite. No personal information is shared with any third party.

FIND OUT MORE

Search for Storypark, check out their website, or hear from parents currently using the software.

WHAT DO YOU NEED TO DO NOW?

We will invite you to your child's Storypark community. Once your child is enrolled at the service you will be sent an invite to story park. All you need to do is accept the invite and provide permission and then you can participate.

STORYPARK

Storypark helps educators, children and families:

- improve understanding of each child's interests and abilities so they receive even better support
- deepen relationships and strengthen communication
- share videos, photos and text capturing children's learning and development
- create a portfolio of your child's learning that travels with your child and can be accessed by you forever
- reinforce experiences and deepen children's learning
- capture family culture and heritage
- involve the children in their portfolio
- interact quickly and effectively through iPhone, Android and tablets
- create smooth transitions when your child moves from one room to another.

KINDERGARTEN

KCCC



WHAT IS KINDERGARTEN?

Kindergarten provides an educational program for children in the year prior to school entry in which qualified early childhood teachers and educators work to engage each child in effective learning, thereby promoting communication, learning and thinking, positive relationships, identity and wellbeing.

- A place where children further develop their social skills and gain a sense of belonging to a broader, diverse community.
- A place that encourages independent thinking.
- A place where children are involved in meaningful learning experiences that encourage active inquiry and investigation.

The 2018 timetables offer families a wide range of choice, which include the two sessional kindergarten groups and one integrated long day care and kindergarten group, each over three days.

Group sizes are 18 or 27 dependent on the group your child is in.

Kindergarten is offered for 15 hours per week. The program follows school term dates, closing over school holidays. The integrated long day care program continues during the school holidays for those

children enrolled in the integrated kindergarten and long day care program.

OVERALL AIMS OF OUR KINDERGARTEN

- To create a secure, happy, culturally inclusive learning environment.
- To encourage children to develop positive self-esteem and a sense of self-worth.
- To encourage independence and resilience.
- For children to understand and respect their own rights and the rights of others.
- For children to learn to discuss problems/conflicts and develop strategies for positive resolution.
- To enrich children's experiences by exposing them to a diversity of languages and cultures therefore encouraging children to take pride in their own language and culture and to respect that of others.
- To encourage and help develop children's creativity and imagination.
- For children to develop an

awareness and appreciation of nature and the natural environment and to promote sustainable practises.

- To develop literacy skills by encouraging verbal interactions and to extend children's language through play.
- To encourage the integration of children with additional needs.
- To help all children develop to their full potential.
- To make quality links to the Victorian Early Years Learning and Development Framework as well as the Early Years Learning Framework for Australia.

THE EDUCATIONAL PROGRAM

The Kindergarten program follows an approved curriculum. At KCCC, we use the 'Victorian Early Years Learning Framework' as a guide.

The framework aims to advance children's learning and development by supporting early childhood professionals to work together and with families to achieve common outcomes for all children. Educators recognise that they need time to ►

KINDERGARTEN

KCCC



interact with friends, practice social skills, solve problems, try new activities and learn life skills.

The framework content reflects the interests and developmental needs of the children. The content will provide experiences and learning opportunities in a variety of areas including nature, communication (including pre-literacy and numeracy), science, wellbeing, music, drama, creative expression and relationships with others.

The teacher records observations of each child and designs specific challenges within the program to extend each child's learning. Teachers set group and individual goals based on the children's interests as they emerge and the kindergarten year progresses.

Positive attitudes of self-respect and respect for others, and learning dispositions such as initiative, negotiation, cooperation, confidence, curiosity, creativity, commitment, enthusiasm and persistence are promoted in the program.

INDOOR/OUTDOOR PLAY

We value the environment as the third teacher including both indoor and outdoor. The children are given the opportunity to choose to play indoors or outdoors and the door to the outdoor garden is open the majority of the day, with exception of teacher initiated group times and extreme weather conditions.

KINDERGARTEN TEACHERS

Our Kindergarten Teachers are very passionate about providing quality programs. Each teacher is unique in their practices and as a team the teachers collaborate and construct programs that reflect KCCC values, are based on the children's interests, knowledge, skills, attributes and link to the Victorian Early Years Learning and Development Framework and the Early Years Learning Framework for Australia

LEARNING ENVIRONMENT

We have two Kindergarten rooms, that cater for up to 27 children and up to 18 children per session. The rooms are set up to facilitate and nurture the children's learning and development, using a range of natural resources, recycled materials, and interest-based play experiences. The environment is designed to extend and build children's current knowledge skills and attributes, alongside intentional teaching to introduce new concepts, ideas and learning. We promote children's independence and empower children to make their own decisions during their play through open ended experiences, resources and flexible routines.

DAILY PROGRAM AND ROUTINE

The routine and structure of each group depending on the children. During Term 1 the routine is structured around the children developing a sense of belonging and developing a trusting relationship with

their peers and teachers. Expectations for group responsibilities, limits and boundaries are introduced. During the year the routine and structure is changed depending on the needs and interests of the children. We provide quiet spaces for children to have individual time or "rest time" with a couch and pillows available for the children.

Our meal times encourage the children to develop an understanding of their body and its needs so we provide an informal snack and a progressive lunch. We provide the meals and children are encouraged to serve themselves. Milk and water are available to the children throughout the day.

GROUP TIMES

During the session the teachers will provide a variety of experiences where children can work in small and large groups, one on one or individually.

Whole group times are totally dependent on the group and/or individual needs and are pre-planned and prepared by the Kindergarten Teacher. Depending on the teacher and the group, both large and small group times and discussions will happen at various times throughout the day. Your child's kindergarten teacher will inform you of the daily routine when your child starts.

PROGRAMMING AND PLANNING

Each teacher uses reflective planning strategies to obtain information to plan ►

KINDERGARTEN

KCCC



and program for the group and individual children. This information is then more formally presented in a cycle of planning through various formats that capture children's interests, learning and development, reflective of the Victorian Early Years Learning and Development Framework (VEYLDF) and the Early Years Learning Framework for Australia (EYLF).

EXCURSIONS AND INCURSIONS

Our centre is situated in close proximity to parklands, sporting fields, schools, post office, and shops. As a community co-op we endeavour to utilise these spaces and facilities during the children's time in Kindergarten. The teachers will develop a Regular Outing Authorisation and Risk Benefit Assessment specific to the group and children. This will enable them to carry out whole group and small group excursions within our community. During the year the teachers organise a number of incursions that are interest based, educational and fun for the children. We have a variety of community events and celebrations during the year, which include, Grandparent's and Special Visitor's Day and Kinder Graduation.

POSITIVE TRANSITION TO SCHOOL RECIPROCAL VISITS

Our Kindergarten has a strong, reciprocal relationship with our main feeder schools, Holy Rosary Primary School and Kensington Primary School. We have developed a year-long transition program to introduce the children to school in a meaningful and inclusive way. We:

- **Work collaboratively with the schools during the year, to provide on-going reciprocal visits**
- **Actively involve the children and their families through excursions to the school**
- **Transition Learning and Development Statements (TLADS) that describe the child's current learning and development that relate to their readiness for school**
- **Support children and their families school orientation throughout the Term 4 program**

BILINGUAL / MULTICULTURAL EDUCATION

Our Kindergarten provides education which:

- **actively supports and extends children's first language;**
- **provides equal opportunities for children to use both the first and second language;**

- **encourages children to take pride in their culture and language;**
- **provides cultural support for parents and children; and**
- **actively encourages participation of bilingual parents/staff.**

INTERACTIONS WITH CHILDREN

Our Kindergarten Teachers take a positive approach to interactions with children as reflected by the KCCC Interactions with Children Policy. Our aim is to:

- **listen to children;**
- **provide clear, consistent and realistic limits;**
- **maintain children's self-esteem whilst helping them learn self-control;**
- **give children the opportunity to make choices and where appropriate, experience the consequences of their own behaviour;**
- **provide a stimulating and adequately equipped environment; and**
- **support children with strategies they can employ to help them through challenging situations.**

KINDERGARTEN

KCCC



WHEN STARTING KINDERGARTEN

Parents can do a lot to ensure a smooth transition to Kindergarten for their child. You may choose to structure your daily departure around a routine e.g. signing in, encourage your child to place their bag and belongings in their locker, and then settle them at a play experience or book area. During the first days, stay with him/her for a short period then say goodbye and leave. Let a teacher know when you are leaving so that they are aware of your child should they need reassurance as you go.

Children react differently to separation from parents. The child who runs into Kindergarten in the first few days may display difficulty with separation later on or in ways less easily detected.

Invariably there will be children who prefer not to stay and may experience real separation anxiety. It is important that parents do not feel that this is an inconvenience to our teachers. Your teacher will work with you and your child through this transition period. As a parent or carer you can always telephone the Kindergarten to check how your child has settled. The Kindergarten will always call the parent or carer if the child has not settled within a reasonable amount of time (according to individual patterns).

We understand that this transition time can be difficult for parents. Please let us know if you need more help, advice or simply wish to discuss this issue further.

ARRIVAL AND DEPARTURE

Please come inside the Kindergarten each time you bring or collect your child, to ensure that the teachers know the child has arrived or left. We like to greet each child and family on arrival and to farewell them on departure, so that every child and family member feels welcome and a part of our centre.

A parent/guardian must sign in and/or out your child at arrival and departure using the electronic sign in register situated inside or outside the Kindergarten, each day the child attends. This is a legal requirement and ensures that the kindergarten has written confirmation regarding numbers of children in attendance.

If you cannot bring or collect your child please let us know the name of the person who will be doing so. This person's name must be listed on the enrolment form as an authorised person to collect your child. You can add to this throughout the year. It is very important this information is kept up to date. Parents must give permission either verbally or in writing if they are allowing their child to leave with an adult other than themselves.

Please ensure that you pick your child up from Kindergarten on time every day.

WHAT TO BRING

- **A bag with: a spare change of clothes and a hat.**

- **We are a Sun-Smart Centre. Children must wear a sun hat whenever they play outside at Kindergarten between September and May. Please refer to the KCCC Sun-Smart Policy and Procedure.**

- **A raincoat, warm jacket and gumboots in the winter months. The educational program incorporates the outdoor environment and children spend time outdoors EVERY DAY.**

CLOTHING

We do our best to protect children's clothing by providing smocks to wear when they are taking part in messy experiences such as painting and clay etc. It is unavoidable that some clothing will become soiled at some stage so please send children in clothes that are both washable and durable.

Try to dress children in clothes that they can manage for themselves. Long dresses or thongs are inappropriate as they can hinder their movement capabilities. In the colder rainy days please provide a raincoat or umbrella, and gumboots.

All removable clothing should be labelled.

KINDERGARTEN

KCCC



PARENT TEACHER INTERVIEWS AND CONSULTATION

You are welcome and encouraged to speak to teachers at any time about your child's progress and any concerns that you may have. It may be possible to have a brief chat after a session. For more complex matters it's usually best to arrange an appointment to speak to the teacher, e.g. during the teacher's non-teaching time or in the evening if you are unavailable during working hours. Maintaining contact with parents is crucial to our role of working with and understanding your child, therefore any kind of meeting / discussion with a family is regarded as important. We hold mid year parent teacher interviews and will make time at other times of the year if required.

PARENTAL SUPPORT AND VOLUNTEERING

Kindergartens have historically relied on various types of assistance from families both to keep fees manageable and also because we value community involvement. We understand that some parents are working and are not readily available to help during the children's sessions. There are many ways of helping. **All volunteers helping in the programs and on excursions are required to hold a current and valid Working With Children Check (WWCC).** This is essential to ensure we are meeting the services Child Sfe Standards. Join the class for a session. The teacher has many tips on how to join the class and is more than happy to discuss these with you.

- **Play for an hour.** Good for those who can slip away from work for only a short time. Play pirates, aliens or princesses outside, or help teach and play a board game inside.
- **Contribute to a project.** A project throughout the year might be 'Family', so someone in your family may, for example, have a half-hour 'mat-meeting' with the children and talk about what makes your family unique. Other projects may evolve around nature, music, other countries and cultures, etc.

- **Organise a guest, or an excursion.** Do you have special access to anywhere great to visit? Or do you know someone interesting for the children (e.g. a fire-fighter with fire-truck)? We would love to hear about these.
- **Be the Vegie Gardener.** This voluntary position is available for someone who has some time each week or fortnight, preferably during a session.
- **Buy a plant.** Great for those with no time to spare. The kinder rooms need hardy, easy to maintain plants.
- **You may have access to recycled and reusable materials** that the kindergarten can use such as timber (softwood) for woodwork, cardboard or printing off-cuts, boxes, wool and material, any interesting bits of plastic, rubber, card etc. that can be recycled by the children for their 3-dimensional pasting and collage work.
- **Last but not least, save plastic bags**

Grandparents or other members of the family are also welcome to get involved. Also, those with a second language – come sing a song or teach some words!

POLICIES

KCCC

Our policies reflect our mission, The Education and Care Services Act and Regulations and the National Quality Standards. These policies are in place to ensure high quality education and care for the children who attend our service. A list of policies is available at the end of this handbook. Full copies of the policies are available for reference at KCCC and on the KCCC website. kccc.org.au

PRIVACY POLICY

Our provision of services and day-to-day operations may require the collection of personal and sensitive information.

We adhere to a wide and diverse range of federal and state legislation, which may require the collection of such information. If the Information Privacy Act 2000 is inconsistent with a particular piece of legislation, then the other legislation will take precedence. This personal information will be held and maintained by KCCC.

Your privacy is important and we are committed to protecting the information we collect, monitoring its use and maintaining its integrity.

Information collected by KCCC will be used for the primary purpose intended. At times, we may be required either by law or directly-related purposes to provide personal information to a third party. In these situations, the third party involved will need to adhere to our Information Privacy policy. Contracted service providers, including subcontractors, are also

required to adhere to KCCC Information Privacy policy. Compliance with the policy is sought in any new contract and in all existing contracts.

On request, we must provide access to information we hold about you, except in specific circumstances as outlined within the Information Privacy Act.

Where personal information is no longer required either by law or for its intended purpose, we will take reasonable steps to destroy or de-identify this information.

On request, we will take reasonable steps to provide individuals with general information on the types of personal information we hold and for what purpose, and on how we collect, hold, use and disclose that information.

CONFIDENTIALITY

Information collected by KCCC will only include that which is essential to the safe and effective care of the children. The following information is collected upon enrolment:

- Enrolment form - background information
- Immunisation status
- Health information form
- Custodial/access information

All information will be treated as confidential unless otherwise informed. Such information may include:

- Family
- Health
- Social/Behavioural

At times KCCC may be required either by law or directly related purposes to provide personal information to a third party. In these situations the third party involved will need to adhere to KCCC Privacy Policy.

Relevant confidential information may be discussed for professional purposes only and in private. Information shared will only be that which is relevant to the care of the child.



LIST OF POLICIES

KCCC



THE FULL POLICIES CAN BE FOUND ON KCCC WEBPAGE. WWW.KCCC.ORG.AU

- | | |
|--|---|
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| 4 Anaphylaxis Policy | 24 Hygiene Policy |
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STAFF

KCCC



GENERAL MANAGER
Sigi Hyett

Bachelor Of Early Childhood
Diploma of Community Services (Child Care)
Diploma of Business (Governance)
Associate Member of Community Directors Australia (MIDCA)



PEDAGOGICAL LEADER
Melissa Bell

Bachelor of Early Childhood Teaching



PROGRAM LEADER
Karen Bonson

Master of Teaching specializing in Early Childhood,
Bachelor of Arts (honours degree), Diploma of Early
Childhood Studies and a Diploma of European Studies.



MANAGEMENT ACCOUNTANT
Andrea Brereton

Bachelor of Commerce
Certified Practising Accountant



BOOK-KEEPER
Zosia Romanowski

Certificate IV in Financial Services (Bookkeeping)
Advanced Certificate in Bookkeeping
Bachelor of Arts (Hons)



ENROLMENT OFFICER
Megan Newton

Advanced Diploma of Children's Services



RECEPTIONIST
Bridie Keane

Certificate III Children's Services

STAFF

KCCC



YARRAGUM ROOM – ROOM LEADER
Donna McMahon

Diploma Qualified Early Childhood Educator



YARRAGUM ROOM
Karen Moran

Diploma Qualified Early Childhood Educator



YARRAGUM ROOM
Norma Henandez

Certificate III Qualified Early Childhood Educator



YARRAGUM ROOM
Nusrat Haque

Certificate III Qualified Early Childhood Educator



GUMNUT ROOM – ROOM LEADER
Shazia Rizwan

Diploma Qualified Early Childhood Educator



GUMNUT ROOM
Sukhdip (Simmy) Kaur

Diploma Qualified Early Childhood Educator



GUMNUT ROOM
Gloria Recinos

Diploma Qualified Early Childhood Educator



GUMNUT ROOM
Silvia Rodriguez

Diploma Qualified Early Childhood Educator



WATTLE ROOM – ROOM LEADER
Mai Vo

Diploma Qualified Early Childhood Educator

STAFF

KCCC



WATTLE ROOM
Natalie Ta

Diploma Qualified Early Childhood Educator



WATTLE ROOM
Imelda Serang

Diploma Qualified Early Childhood Educator



WATTLE ROOM
Marcella Ranellone

Certificate III Early Childhood Educator



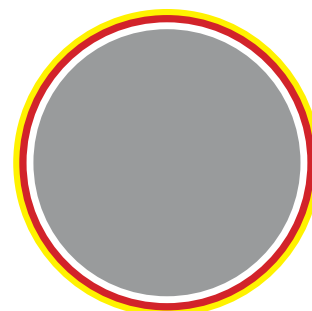
BANKSIA ROOM - ROOM LEADER
Eldre Cashman

Diploma Qualified Early Childhood Educator



BANKSIA ROOM
Priya

Diploma Qualified Early Childhood Educator



BANKSIA ROOM
Van Ho

Certificate III Early Childhood Educator



BANKSIA ROOM
Kakali Biswas

Diploma Qualified Early Childhood Educator



BANKSIA ROOM
Cherie Duncan Mon & Tue

Certificate III Qualified Early Childhood Educator



WARATAH ROOM - ROOM LEADER
Cheryl Karabidian

Diploma Qualified Early Childhood Educator

STAFF

KCCC



WARATAH ROOM
Hetal Joshi

Diploma Qualified Early Childhood Educator



WARATAH ROOM
Cathy Huizhen

Diploma Qualified Early Childhood Educator



WARATAH ROOM
Nicole Sullivan

Certificate III Qualified Early Childhood Educator



WARATAH ROOM
Naya Kim

Diploma Qualified Early Childhood Educator



BORONIA ROOM ROOM LEADER
Tania Kobakian

Diploma Qualified Early Childhood Educator



BORONIA ROOM
Tesse Delimar

Diploma Qualified Early Childhood Educator



ACACIA/BORONIA ROOM
Hoa Le

Certificate III Qualified Early Childhood Educator



ACACIA ROOM (3-5 Room) ROOM LEADER
Indira Ray Bachelor of Teaching

Diploma Qualified Early Childhood Educator



ACACIA ROOM
Eva

Diploma Qualified Early Childhood Educator

STAFF

KCCC



INTEGRATED KINDER TEACHER

Sara Stefani

Masters of Teaching (1st Class Hons)
Graduate Diploma of Teaching (Early Childhood)
Bachelor of Arts, Bachelor of Nursing



INTEGRATED KINDER

Jess

Diploma Qualified Early Childhood Educator



INTEGRATED KINDER

Natasha

Diploma Qualified Early Childhood Educator



INTERGRATED KINDER

Paula Cartorce

Diploma Qualified Early Childhood Educator



KINGFISHER KINDER, TEACHER

Morag McLennan Mon, Thurs, Fri

Bachelor of Teaching



SESSIONAL KINDER / LORIKEET

Amina Diria Tue & Wed. Thurs RDO Relief
Diploma Qualified Early Childhood Educator



KINDER TEACHER / LORIKEET

Reme Sanchez Romeo Mon - Wed
Bachelor of Teaching



SESSIONAL KINDER / KINGFISHER

Agnes Dini Hartanti Mon, Thu, Fri
Diploma Qualified Early Childhood Educator

STAFF

KCCC

**RDO RELIEF****Astra Papadopoulos** Mon & Fri

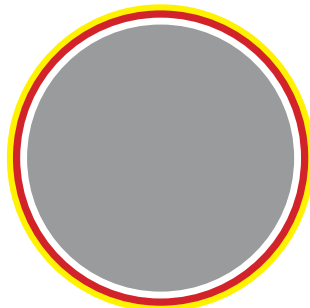
Certificate III Qualified Early Childhood Educator

**RDO RELIEF****Lisa Faghiura** Tue - Thurs

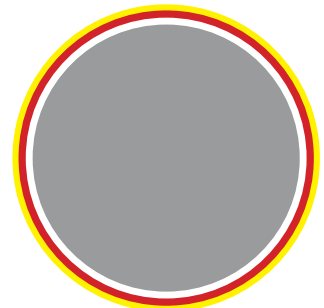
Certificate III Qualified Early Childhood Educator

**SUPPORT EDUCATOR****Pauline Cummings** Tue, Thu

Diploma Qualified Early Childhood Educator

**SUPPORT EDUCATOR****Ivan Lopez** Wed, Fri

Certificate III Qualified Early Childhood Educator

**SUPPORT EDUCATOR****Eklas** Mon-Fri**COOK****Heather Johnson****KITCHEN****Laila Rahman****KITCHEN****Mona Awad**

KCCC BOARD

BOARD POSITION DESCRIPTIONS

POSITION	
CHAIRPERSON	Chair board meetings.
	Oversee all board members and Centre activities and assist as required.
	Official representative of the Centre.
SECRETARY	Prepare agendas for meetings.
	Prepare minutes of meetings.
	Place copies of minutes on display for members once they have been ratified.
	Assist with the application for grants.
TREASURER/FINANCE COMMITTEE	Provide assistance to office staff in relation to accounting, payroll and taxation issues.
	Preparation of annual budget.
	Assist with annual audit of financial records.
	Monitor income and expenditure and identify opportunities without compromising service delivery.
FUNDRAISING AND COMMUNITY EVENTS	Promote and develop programs/activities.
	Foster communication amongst the members.
	New Room Representatives.
	Survey members to seek feedback, as required.
	Manage "Buddy" program.
	Co-ordination of annual calendar of events.
	Co-ordinate and arrange fundraising activities.
	Plans and organizes events aimed at raising funds from community members to enhance the quality of the Centre. Liaises closely with Family Liaison officer, as fundraising events also have a social objective.
	Sub-Committee: Arrange social and fundraising activities.

KCCC BOARD

OUR BOARD



FELIX OHLE
Chair



JOHN LALOR
Secretary



SCOTT TATULASCHWILI
Treasurer



KYLIE YOUNG
Director



ANTHONY TRANTINO
Director



REBECCA ROBINSON
Director



JACQUI POLA
Director