Welcome to our kindergarten.

Please read and retain these policy documents for future reference.
Medication
Please let staff know if your child requires medication at kindergarten. Medication must be brought in the original bottle with a medication plan from the doctor. This applies to both prescription and non-prescription medication. (creams, drops, tablets, medicine are all included)
It must be handed to a staff member who will:
  • Check the expiry date is current
  • Ensure the child's name and correct dosage is clearly marked on the label and check the medication plan from the doctor.
  • Medication must never be in n child's bag. This includes cough lollies.
  • Details of all medication to be given must be entered on the medication permission form by the parent/caregiver. This will include details of the dose and time to be given. This information will be checked by a staff member to ensure the details are correct. Parent/caregiver must sign the medication permission form.
  • Staff will sign after administering medication. Two staff are required to countersign and check correct dosage.
  • If medicine is to be administered for more than one day the procedure, stated above, must be repeated each day.
  • Medicine must be placed in the fridge or first aid cupboard.
  • The child will be monitored for any adverse reactions, and parents will be advised of such occurrence.
IMPORTANT: If the medication is not accompanied by a medication plan from the doctor we are unable to administer it. A parent or guardian will have to come at the appropriate time to administer the dose to the child. **We can supply you with copies of the medication plan to take with you to the doctors.**

First Aid
• All Centre staff will have current First Aid training (BELS).
• A First Aid Cabinet is mounted on the wall by the storeroom.
• There will be an annual stock take of the First Aid cabinet.
• A First Aid kit will be taken on all excursions.

Illness
• Please keep children home if they are sick. This is particularly important if they have something that may readily passed on to other children.
• Please notify staff if your child has on illness that is infectious. Children are to be kept home for the necessary exclusion period i.e. the time that they are infectious. (This includes diseases such as diarrhoea, conjunctivitis, vomiting, colds, flu etc. and childhood diseases such as measles, chicken pox etc.)
• The kindergarten or CCOWS staff will display on infectious disease notice on the noticeboard to advise parents of any childhood diseases reported. This will include symptoms to look for and the length of time a child needs to stay away if the disease is infectious.
• Staff will notify parents as quickly as possible and send home children who are exhibiting symptoms of infectious diseases.

Smoke Free Policy
• Smoking is not permitted in the kindergarten grounds or building during sessions or functions.
• Please do not drop cigarette butts at the entrance to the kindergarten grounds.
Site Behaviour Code
Robe Soldiers Memorial Kindergarten

At Robe Soldier's Memorial Kindergarten....
We believe that children need guidance and assistance in a caring and positive way to help them learn to become responsible for their own behaviour and actions. We aim to provide a physically and emotional safe learning environment which promotes self-worth and respect for others and property. We believe that behaviour is a form of communication and that children need to be taught rather than told how to behave. The behaviours we encourage at Robe Kindergarten are

Taking Care

- SHARE
- Sit on your bottom on the floor at mat time
- Listen quietly, put your hand up and take turns to talk
- Be kind to each other
- Play and make things sensibly
- Walk inside
- Help pack up
- Wait at the door for a grown up

Inconsiderate behaviours which we discourage are ...

Not taking care

- No hitting, fighting, pinching, kicking, biting, hurting others
- No bad words
- No hurting toys and equipment
- No running inside

The children helped to develop both these lists.

Staff guide and maximise positive behaviour by being:

- Positive, recognising the individual's rights and needs, fostering confidence in children by building on their self-esteem. Staff will use positive re-enforcement and encouragement of appropriate behaviour.
- Consistent, providing children with clear limits and guidelines. All staff will respond to positive and negative behaviour in a consistent manner.
- Models, staff will demonstrate appropriate behaviour (e.g. how to resolve conflict, how to share and how to initiate play) so the child has a model to copy and help develop their own skills. Staff will teach communication and problem solving skills that respects others and encourages self-discipline.
- Realistic, staff are aware of children's different developmental stages and needs and have realistic expectations of children's behaviour.
- Timely, staff may use intervention procedures to develop appropriate behaviour.

Ways in which we minimise challenging behaviours are ...

The fundamental expectation underlying the implementation of our Behaviour Management Policy is that we all (children and adults) have the right to feel safe and be safe. Taking Care is a life skill which teaches us to respect other's rights and to be responsible for our own safety, the safety of others and property.

TAKE CARE

- Take care of ourselves
- Take care of others
- Take care of property/belongings/things

If you are not taking care then there are consequences; STOP THINK DO
When you have a problem with a child and you want the behaviour changed before you act impulsively, STOP, take a step back, look and listen to what is actually happening. Then approach the child and clearly and simply state what the problem is and communicate your feelings using an I message and/or reflect the child’s feelings. If necessary follow through with the THINK & DO steps to resolve the conflict with the child sharing the responsibility for the outcome in a positive manner.

**TIME AWAY**

Time Away is a thinking time away from positive reinforcement or positive attention. It needs to be less attractive than other activities in the centre. It is often used for dangerous behaviour or continuous non-compliance when other strategies have not worked.

For non-compliant behaviour the child is given a CHOICE, comply or Time Away. For aggressive behaviour a child is directed to Time Away, no choice.

Time Away is a quiet place such as a chair, mat or table.

Time Away is a quiet time - sitting still and no interaction. The child is not given attention. Once Time Away is over talk to the child about why they went to Time Away and what he/she needs to do now - the child is given a choice (THINK & DO) or is redirected.

Encourage and reinforce positive behaviour.

Notify parent of child’s Time Away.

**Review processes**

- Children - we will review our behavioural expectations with the children at least once a term.
- Parents - the Site Behaviour Code will be included in the enrolment package. We will also display the code in the kindergarten. Governing Council will be involved in each review of the Site Behaviour Code and all parents will be given a copy each time the code changes.
- Staff - The Site Behaviour Code will be included in the induction folder for new staff. A review of the code will be undertaken each year by staff.

Our Site Behaviour Code has been written with reference to the DECS publication - "Supporting and managing children’s behaviour: An early childhood resource." We actively encourage staff to read this policy folder.

**Accident Policy**

Every effort will be made to avoid accidents. Staff will supervise children at all times inside and outside. In the unfortunate circumstance that an accident occurs the following will be implemented.

**Procedure**

- All centre staff will have a current First Aid certificate.
- Staff will assess the situation and administer First Aid. Universal hygiene procedures will be followed.
- If the injury is assessed to be of a more serious nature, but not requiring additional external medical attention, parents will be notified.
- Staff will continue to monitor the child for any adverse reactions until the child is collected.
- If the injury is major an ambulance will be called and parents notified as soon as possible. Staff will administer First Aid until assistance arrives.
- The staff member will write all occurrences in the accident folder and the parent will sign to acknowledge the accident and the procedures taken when the child is collected.

The Centre will not be responsible for or liable for any fees that may occur from the medical treatment. Ambulance, doctor’s fees, hospital fees, etc.
**Attendance Policy**

Robe Kindergarten operates under the Rural Entry Policy which means children at our site begin kindergarten 6 terms before they start school, accessing one day of preschool per week in their first eligible term and then 2 days per week in the following five terms. This enables the children to reach their entitlement of 200 sessions of preschool before they enter school. We actively encourage regular attendance at kindergarten as we believe that children need to maximise attendance at preschool to gain optimum benefit from education. Ensuring regular attendance at preschool is a shared responsibility between parents /caregivers and the preschool. Research shows that success in learning is directly proportional to regular attendance and participation in education programs. We will actively monitor attendance by keeping clear records - roll books and sign in sheets and will follow up with families when children aren't in attendance.

**Parent responsibilities with regard to attendance:**

- Please sign your child in each day and ensure that we know who will be picking them up.
- Please call that morning or let a staff member know in advance if your child will not be attending kindergarten.
- Please ensure that we have up to date information about contact numbers for both parents and emergency contact people.
- Please endeavour to arrive at kindergarten on time as it really helps the children to settle into the learning program for that day.
- Call us if you are going to be late picking children up or if there is a change of pick up person.

**Staff responsibilities:**

Staff will

- Provide an engaging and welcoming learning environment for children at preschool and seek to provide a positive learning program which meets children's individual needs.
- Welcome children and their families when they enter the centre.
- Actively monitor attendance and keep clear and accurate records. Record absences and inform the Director of phone calls/notes etc.
- Follow up with families if there are ten days of accumulated unexplained attendance.
- Provide attendance information in our Annual Report.

**Arrival and Departure Policy**

- Children must be accompanied into the building by a parent or carer,
- On arrival help your child to tick off their name on the roll.
- Please record who will be picking up the child.
- If pick up arrangements change during the day please ring.
- Parents or caregivers must come in to collect children.
- Please keep to session times. Ring if you are going to be late or your child will be absent.

**Sun Smart Policy**

We believe that children should be protected from excessive sun by the use of hats and sunscreen. Staff will use discretion about restricting outside play on extremely hot days or days where there are dangerous UV levels.

Centre staff and children are required to wear a hat for all outside activities.

**Procedure**

- The Centre will provide sunscreen, unless otherwise stated on the child's enrolment form.
- Parents are responsible for applying sunscreen to their child prior to sending their child to Kindergarten on days of high UV levels.
- Staff will assist children to reapply sunscreen at lunch time.
Parents are to provide a hat for their child, clearly marked with their child's name. Children may wear beanies or a warm hat during the winter terms (Terms 2 and 3).

Children who do not bring their own hat will wear a spare hat provided by the Centre.

If parents object to their child wearing the Centre's spare hat, children must remain inside or in a shaded area.

Staff will wear a hat and sunscreen at all times whilst outside during Terms 1 and 4.

Outdoor activities will be held in shady areas whenever possible.

All children will be kept out of the sun as much as possible.

It is strongly recommended that children wear tops with sleeves.

Child Protection Policy

At Robe Kindergarten we believe that all children have a right to care and protection and that the adults who care for them have the responsibility to uphold this right and to act in the best interests of the child.

**POLICY STATEMENT**

We believe we have a responsibility to all children attending our service to uphold their right to care and protection. If we become aware of possible abuse or neglect of a child, as Mandatory Notifiers, we will follow the Family SA guidelines as outlined in the recent Responding to Abuse and Neglect Training package as well as the DECS Guidelines from ‘Reporting Child Abuse and Neglect - Mandated Notification! We will do this to ensure the child's and other children's protection. Abuse may be physical, emotional, sexual or neglect.

Children need:

- Care, safety and protection from abuse
- Counselling and support in the event of abuse

Parents need:

- To be assured that every effort is being made to ensure their child is safe
- Counselling and support in the event of the abuse of their child

Staff need

- To attend Mandatory Notification Training as a requirement of their employment and to have access to ongoing training updates
- To be aware of the indicators of abuse
- Information about their legal obligation to report suspected child abuse
- Clear guidelines and lines of communication with Child Youth and Family Services if abuse is suspected.
- Commitment to teaching the Keeping Safe Child Protection Curriculum.

**Procedures**

- Information about reporting Child Abuse will be stored in the office and accessible to all staff members.
- The Child Protection policy must form part of the induction folder for new staff members
- Staff must have 7 hours training in Responding to Abuse and Neglect (Mandatory Notification) and regular updates to this training.
- All staff have a legal responsibility to notify on a reasonable suspicion of abuse and neglect and on a reasonable likelihood of a child being at risk
- If a child makes a disclosure, stay calm, listen, tell them you will believe them, explain that what has happened is not their fault, reassure them that you will support them and find help for them
- Then...
  - Follow the guidelines outlined in the Pre-notification Checklist accessed at


If a notification is warranted it must be made to the Child Abuse Report Line on 13 14 after completing the checklist. Staff may seek support from the Director when notifying and are strongly encouraged to do so.

When a notification is made a Mandatory Notification Record must be filled out and retained (This is also available at the web-link above) This is to be done by the Director in conjunction with the notifier. These records along with any pre-referral checklists or observations will be kept in a confidential file.

Confidentiality about referrals and families will be strictly maintained by all involved.

Families with specific protection needs will be actively supported by the kindergarten eg adherence to court orders, sensitivity to children who may have been abused etc. Staff (usually the Director) will also offer information to families about other support services available within the District. Once again confidentiality will be maintained. Staff will be aware of the SMART Practice Framework.

The centre is committed to teaching the Keeping Safe: Child Protection Curriculum and the reinforcement of the 2 key themes - We all have a right to be safe, We can help ourselves to be safe by talking to people we trust. This curriculum will be taught in an explicit way, as well as the use of 'teachable moments' throughout the year.

Sources:
Responding to Abuse and Neglect training program (update) DECS, 2009 - 2011

Excursion policy
We acknowledge the importance of excursions to enhance children's learning and development. Therefore we may organise and participate in excursions. We will notify parents well in advance of the date, destination, times and transport. Each parent will be given a consent form for their participating child. Parents may be asked to help with excursions throughout the year,

Procedure
Excursions will be organized well in advance to give parents adequate notice of details including sign and agree to pay excursion cost (part of the cost is often budgeted for by the centre so parents can afford excursions).

A checklist will be used to note the return of consent forms.

- Excursions will be developmentally and age appropriate to the children.
- One staff member is to be responsible for the excursion ensuring all procedures are adhered to and that in the case of any emergency, children and staff are organized in a sensible manner.
- Parents and volunteers are welcome to participate in excursions.
- Supervision should be arranged on a basis of at least one adult to each five children.
- A roll call will be carried out to account for children on leaving the centre, on arrival at destination, leaving the destination and on return to centre
- Water for drinking, consent forms, mobile phone and the First Aid kit should be taken.
- A private car to follow the bus is advisable as part of emergency planning to ensure flexibility.
- Excursions scheduled for days of extreme fire danger will be cancelled if they include travel outside the town limits (60km zone)
Multicultural Policy
We recognize and respect the many varied cultures within the community and provide an inclusive multicultural programme.

Therefore we seek to:
- Recognize the uniqueness of each child, how much they have to offer and how we can learn from each other.
- Foster self esteem in the children we work with.
- Encourage respect for other cultures by training programs for the staff, education for the parents and by presenting a multicultural curriculum.
- Help children to work side by side with each other regardless of culture.
- Foster trust and understanding with the community and parents.
- Facilitate as much as possible the diversity of cultural groups within our community.
- Encourage staff and parents to understand the value of individuals.
- Increase children's and adults intercultural communication skills.
- Help children to realize there are many and varied lifestyles and culture.

Food and Nutrition Policy
We believe good nutrition is important for the well being of children. We encourage good nutrition through cooking experiences as part of the curriculum and the provision of fresh drinking water available throughout the day.

Parents are asked to please send a piece of fruit for their own child to eat each session in addition to other healthy foods and snacks their child requires throughout their day.

Children gain independence by eating their own piece of fruit and making appropriate choices for snack and lunch times. This assists them in becoming independent for recess and lunch times later on at school.

We recommend a thermal bag to keep lunches fresh, particularly for meats, cheese etc. You are welcome to place lunches and dairy products in the fridge.

To help staff please:
- send a piece of fruit for your child for each session
- send nutritious snacks and foods
- name children's lunch boxes, drink bottles, bags etc

Please avoid sending foods that are high in preservatives, colouring, sugar or and fat, such as chocolate, lollies, sweet biscuits, Roll-ups, chips, soft drinks and cordial. Please do not send whole nuts and seeds.

We have lots of information and ideas about healthy snacks for children - just ask staff for an ideas sheet or look on the Eat Well 5A website - www.aecs.sa.gov.au/eatwellsa for lots of fact sheets and healthy eating recipes.

Grievance Policy for Parents
If you have a concern in relation to an experience at the centre you are encouraged to address the issue with the person involved. If your concern is not resolved or you feel uncomfortable make a time to speak with the Director. Allow a reasonable time for the issue to be resolved.

If you feel your concerns are not resolved we advise that you contact our District Director at the Mt. Gambier office on 87245300.

Issues of a general nature can be addressed of committee meetings. Please put your concern in writing and hand it to a committee member.

Confidentiality will be respected at all times