



CHILDREN'S SERVICES KINDERGARTEN

HAND BOOK





Acknowledgement to Country

Glenelg Shire Council would like to respectfully acknowledge that our kindergartens operate on the traditional land and waters of the Gunditjmara people, Bunganditj people, Jardwadjali people and their respective cultural heritages.

Aboriginal and Torres Strait Islander people provide an important contribution to Australia's cultural heritage and identity. We respectfully acknowledge the Aboriginal and Torres Strait community living throughout the Glenelg Shire and the contribution they make to the Shire's prosperity and wellbeing.

Welcome to Glenelg Shire Council Children's Services



We would like to welcome you and your child to Glenelg Shire Council Children's Services and hope the following information will paint a picture of our services and the pride we take in delivering high quality programs.

Glenelg Shire Council operate kindergartens as part of the Victorian Government's regulated early childhood system. provide developmentally appropriate programs based on the Victorian Early Years Learning and Development Framework which encourage children to develop life skills and strengthen their enthusiasm through engaging in play and social interaction. Kindergarten provides an important step for your child that serves as a transition to formal schooling. Kindertartens are in a number of areas across the Glenelg Shire.

Council introduced state subsidised three-year-old kindergarten in 2021 – as part of a ten year roll out across the state. Funded kindergarten means the government will help the kindergarten service with the cost of your child attending. This helps keep your fees low.

Evidence also shows that two years are better than one when it comes to early learning. Taking part in a quality kindergarten program at an earlier age leads to positive effects on child development. It has even greater benefits for children who need extra support or are in vulnerable circumstances.

Three and four-year-old kindergarten is offered in same age groups or in multi- age groups (three and four-year old's together) across the Shire. Children in multi-age groups will develop friendships and engage in learning just as they would in same age settings with the added bonus of being able to access peer support and lead learning for other children. These opportunities offer children the opportunity to develop more sophisticated social skills.

Our kindergarten programs may use a rotational model where a number of smaller sub-groups are brought together to create a larger group. This not only allows the children to build friendships outside of their allocated group. The kindergarten programs across the municipality are based on community needs and operational costs. The hours of operation and fees are reviewed annually. Three and Four-year-old programs are partly funded by the State Government; however fundraising activities and program fees are an important part of ensuring service viability

Glenelg Shire Council
Children's Services

PO Box 152
Portland VIC 3305

Telephone 1300 453 635
Email enrolment@glenelg.vic.gov.au
www.glenelg.vic.gov.au

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Benefits of Kindergarten

Kindergarten programs are delivered by a qualified early childhood teacher. They're designed to facilitate your child's development in:

- social skills, like how to play with other children in a calm, sharing and rewarding way
- self-awareness and respect for others
- emotional skills, for example understanding their feelings
- language, literacy and numeracy skills, such as reading stories and counting objects
- a joy for learning and group activities, such as talking, drawing and making things together with other children their own age
- ability to make new friends
- exposure to new ideas and concepts

Kindergarten also gives families:

- opportunities to meet other families and make community connections
- access to support for children with additional needs
- access to other community services

Eligibility

4 Year Old Kindergarten is available to children who turn four before 30 April in the year prior to school.

3 Year old Kindergarten is available to children who turn three before 30 April in the year they will attend. Children whose birth date is between 1 January and 30 April are eligible to start in a program once they have turned three years of age.

Is your child's birthday is between 1 January and 30 April? Sometimes parents question whether their child is ready for kindergarten. Educators can discuss with families the individual requirements for each child and which program would best suit your child



Early Years Education Program Information

Victorian Early Years Learning and Development Framework

Three and four year old kindergarten provides developmentally-appropriate programs based on the Victorian Early Years Learning and Development Frameworks which encourage children to develop life skills and strengthen their enthusiasm through engaging in play and social interaction. Kindergarten provides an important step for your child that serves as a transition to formal schooling.

For more information on the [Victoria Early Years Learning and Development Framework](#) can be found here



Jaycee Kindergarten- Programs subject to change

68 Wellington Road, Portland

- 3 Year old Kindergarten (Penguin Group) - Monday 8:30am-4:00pm
- 4 Year Old Kindergarten (Seal Group) - Tuesday & Thursday 8:30am-4:00pm
- 4 Year Old Kindergarten (Dolphin Group) - Wednesday & Friday 8:30-4pm

Kalbarri Kindergarten - Programs subject to change

11 Mitchell Crescent, Portland

- 3 Year old Kindergarten - Monday, Wednesday and Friday 9:00am-2:00pm
- 4 Year Old Kindergarten - Tuesday and Thursday 8:30am-4:00pm

Karreeta Peeneeyt Mara Portland Child and Family Complex - Programs subject to change

94 Julia Street, Portland

- 4 Year Old Kindergarten (Waratah Group)- Wednesday & Friday 8:30-4:00pm
- 3 Year Old Kindergarten (Banksia Group) - Tuesday & Thursday 8:30-4:00pm

Heywood Kindergarten- Programs subject to change

24 Hunter Street, Heywood

- 3 Year old Kindergarten & 4 Year Old Kindergarten - Tuesday, Wednesday and Thursday 8:30am-1:30pm

Kathleen Millikan Centre - Programs subject to change

1-7 Jackson Street, Casterton

- 3 Year Old Kindergarten- 15 hours a week
- 4 Year Old Kindergarten- 15 hours a week

Dartmoor Children's Centre

134 Lang Street, Dartmoor

- 3 Year old Kindergarten and 4 Year Old Kindergarten - Tuesday, Wednesday and Thursday 9am-2pm

Important note: The days and composition of each program is dependent on enrolment numbers and is subject to change.



School Terms, Public Holidays and Closure Days

Glenelg Shire Council Children's Services Kindergarten programs operate during the Victorian school Terms.

Glenelg Shire Council Children's Service's closes on Victorian Public Holidays.

Families are not charged for Public Holidays.

Each year Glenelg Shire Council Children's Services also have service closure days determined by management for professional development, planning and administration, curriculum development, child assessment and reporting purposes. Staff Professional Development Days - (to be advised at the commencement of the year)



Kindergarten Fees

Fees are reviewed and set annually by Council as part of the fees and charges process.

Our current advice is that fees for 2022 will apply. Please refer to our fees and charges fact sheet for 2022 kindergarten fees. This may change and we will be guided by Government announcements and advise families of any updates. Eligible concession card holders and those eligible for Early Start Kindergarten (ESK) will not be required to pay fees as Government funding provides for these places.

Enrolment Administration Fee

A non-refundable family enrolment administration fee of \$50 is charged at the time of confirming your enrolment. This fee is not deducted from the annual kindergarten fees. (Families eligible for Early Start Kindergarten are exempt).

Fee Payment Options

Families are able to elect fortnightly, Term or annual fee payment options either by Direct Debit or BPay. The Children's Services Accounts team are able to assist with fee enquiries. Term & fortnightly payments are billed across terms 1-3. Annual payment made by the due date will receive a 10% discount on their kindergarten fees. Please refer to the kindergarten fees and charges fact sheet for more information regarding program fees.

Declined Direct Debits

Account holders with direct debit arrangements are expected to have adequate funds available on the scheduled transaction date. Upon decline of a scheduled direct debit, the account holder will be contacted by the Children's Services Accounts Officer. A direct debit decline is considered non-payment of fees and our normal fees and charges policy will apply if payment is not received by the due date.

Fee Subsidy

Your child will be eligible to access free or low-cost kindergarten in any of the following circumstances:

- if your child identifies as Aboriginal and/or Torres Strait Islander
- if your child is identified on their birth certificate as being a multiple birth child (triplets or more).
- or if your child holds or has a parent or guardian who holds, one of the following:
 - a Commonwealth Health Care Card
 - a Commonwealth Pensioner Concession Card
 - a Department of Veterans Affairs Gold Card or White Card
 - Refugee or Asylum Seeker visa (200-204, 786 or 866)
 - Bridging visas for any of the above Refugee or Asylum Seeker visas
- If your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list your child may still be eligible for the kindergarten fee subsidy. Please speak to your kindergarten service for more information.
- You can talk to the staff at your kindergarten service about your child's eligibility, and show them your concession card, visa, birth certificate or other relevant document.
- Your kindergarten service will apply for the kindergarten fee subsidy or extension grant on your behalf. The payment will be made directly to your child's kindergarten and will allow your child to attend up to 15 hours a week for free or at low-cost.
- You can apply for the fee subsidy or extension grant at any time during the year, even if your child moves to another kindergarten

No Jab No Play

The No Jab No Play legislation came into effect on 1 January 2016. Under this legislation, children are required to have their immunisations up to date or have an approved exemption in order to commence kindergarten.

For further information, please visit:

<https://www2.health.vic.gov.au/about/publications/factsheets/Parent-brochure-starting-childcare-or-kindergarten>

Annual influenza vaccination is recommended for all persons aged 6 months and over (unless contraindicated). This will reduce their chance of becoming ill with influenza.

For further information visit <https://www2.health.vic.gov.au/public-health/immunisation/immunisation-provider-information/seasonal-flu-vaccine>

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COVID-19

COVID-19 requirements are strictly followed in all Council children's services. Parents will be fully informed of any requirements as advised by Government. Further details refer <https://www.coronavirus.vic.gov.au/early-childhood-education-and-care> and Department of Health and Human Services Victoria | Coronavirus (COVID-19) (dhhs.vic.gov.au)

Enrolment Process



Enrolment Forms and Documentation

Online enrolment forms will be available during the enrolment period. Enrolment forms can be found by clicking the link listed on our website or by clicking the link below.

<https://www.xap.rocks/waiting-list?organisationId=b5742bec-6d54-4fad-a8ac-436d664f190b>

Administration staff will be available between 8am & 5pm during enrolment periods to help with enquiries.

Please note that Council cannot guarantee your first preference of session or location and you should only indicate preferences you would be willing to accept.

Glenelg Shire Council allocates places according to the Government's Priority of Access criteria. First round notifications will be sent to families via email or post.

Enrolments can still be made after the closing date and will be allocated in an additional kindergarten enrolment round or placed on the waiting list. For more information please contact Children's Services on 1300 453 635 or by email enrolment@glenelg.vic.gov.au



Tips for Starting Kindergarten



There are lots of things you can do to prepare your child for kindergarten.

Over the Summer Holidays:

- Be positive - talk to your child about what they will do at kindergarten
- Borrow library books about kindergarten to read together
- Encourage your child to dress themselves, so they can manage tasks like taking their jumper on and off
- Visit the kindergarten or travel past it on your route home
- Label all belongings that your child will take to kindergarten
- Read over the family information the kindergarten provided to ensure everything is prepared
- Talk to your child and establish a "good bye" routine together
- Establish a routine for kindergarten mornings – this could include a chart with pictures outlining the different steps for getting ready
- Organise holiday play dates with friends or children who will be going to the kindergarten
- Create a routine around sleep - five-year-olds need 10 to 12 hours sleep each night. Practice sticking to bedtime and wake up schedules in the weeks leading up to the start of kinder

First Day of Kindergarten:

- Talk to your child about what to expect and when you will pick them up
- Follow the kindergarten's instructions about what to bring (e.g. sun hat, spare clothes)
- Prepare the night before, lay out clothing you both agree on and pack their bag together
- Encourage your child to follow your morning routine and remind them of next steps
- Talk to the kindergarten teacher or educator about how you would like to settle your child in (e.g. you may want to stay for a while)
- If you are having trouble separating from your child, ask the kindergarten teacher or educators to help you
- Make sure you say goodbye – disappearing quietly can cause greater distress and mistrust for your child
- Ensure you are on time at the end of the session to pick up your child
- Be enthusiastic and positive
- At the end of the day talk to your child about what happened at kindergarten

General Information



Our Staff and Services

We welcome families at all of our Glenelg Shire Council kindergartens.

Families are involved in their child's education and can visit at any time subject to COVID-19 restrictions, contributing to the program through interaction, support and participation in activities.

We value the opportunity for diverse involvement and invite all families and community members to share their interests, skills and cultures. Aspects of a families lifestyle, work, culture and interests offer important learning opportunities for all children.

Glenelg Shire Council Children's Services staff are carefully selected through our recruitment process. Teachers hold a Bachelor's Degree specialising in Early Childhood Education and are registered with the Victorian Institute of Teaching (VIT).

All educators working directly with children hold a current Working with Children Check, issued via the Victorian Department of Justice and Regulation. Staff maintain up-to-date qualifications including First Aid.

Communication with Families

Glenelg Shire Council uses a central management system - Xap

Upon enrolment, families will receive secure log on details to their nominated email address. Xap has a web-based and App platform which allows families to stay updated with service information, receive notification of your child's activities and have the ability to interact and provide feedback to the educators.

Families are encouraged to download the Xap Smile App from Google Play or the iTunes store upon enrolment confirmation. Further information or assistance is available from the Xap Support Page or by contacting the Children's Services Team.

What to bring to Kindergarten

It is important that your child is comfortable in clothing that does not restrict their participation or enjoyment. Ensure you dress your child in clothes suitable for play and learning activities, and that you do not mind getting grubby with glue, paint and sand. Smocks are provided by the service; however this cannot guarantee your child's clothes will remain clean. Children need to have appropriate footwear, with backs on them to ensure they are safe when playing outside (Croc's or thongs are not permitted).

- Named kindergarten bag
- Named kindergarten sunhat - Sunsmart approved (wide brim)
- Named change of clothes (appropriate to weather conditions) and underwear - Sunsmart approved (e.g no singlets)
- Named coat/jacket, gloves, beanie and gumboots during the cooler months
- Suitable healthy snack/lunch in a named container (see below for further information)
- Water bottle - clearly named - filled with WATER only

Settling Your Child into Kindergarten

Prior to your child's first day at kindergarten, the orientation process (December the year prior) and a questionnaire assist us to get to know you and your child. This is an opportunity for us to discuss any issues around separation, toileting, particular strengths and challenges, etc. and develop strategies to provide them (and you) with appropriate support.

We are aware that each child will respond differently to their new environment, each other and the educators, and that it takes time and warm connections to make them feel comfortable, safe and secure. Our role, as educators, is to provide the children with a warm, nurturing environment where we can steadily build supportive relationships.

Should your child experience any separation issues, the educators will work closely with you and your child.

Hand Hygiene

Children are taught the importance of good hygiene practices and are encouraged to help minimise the spread and risk of infectious diseases and illness.

Families are asked to sanitise their hands on arrival and support their child to wash their hands when entering the kindergarten room. During the program, children are required to wash their hands before and after meal times, after toileting, after wiping/blowing their nose, prior to cooking activities and after outdoor or messy play.

Washing hands well is the most effective way to prevent the transmission of disease and illness.

Healthy Eating

Families with children attending Glenelg Shire Council Children's Services Kindergarten programs are required to provide snacks, lunch and a drink bottle (water only). Families are responsible for checking food packaging and following our Nutrition, Active Play and Oral Health Policy.

The Department of Health and Human Services' Pick & Mix 1-6 guide below provides a range of ideas and practical tips to inspire families to create healthy school lunchboxes for those attending services where meals are not provided. Pick and mix one tasty option from each of the five core food groups to create a healthy lunchbox every day.

At some services nuts and nut products are not permitted (please check packaging carefully and each services requirements)

FOR A HEALTHY LUNCHBOX **PICK & MIX** SOMETHING FROM EACH GROUP **1-6!**

FRUIT 1

FRESH FRUIT

- Apple
- Banana
- Mandarin
- Orange quarters
- Passionfruit halves (with spoon)
- Watermelon, honeydew, rockmelon chunks
- Pineapple chunks
- Grapes
- Plums
- Nectarines, peaches, Apricots
- Strawberries
- Cherries
- Kiwifruit halves (with spoon)
- Pear

MIXED FRUIT

- Fruit salad
- Fruit kebabs

DRIED FRUIT

- Dried fruit, nut, popcorn mixes*

TINNED FRUIT/SNACK PACKS/CUPS

- In natural juice (not syrup)



VEGETABLES 2

FRESH CRUNCHY VEGIES

- Corn cobs
- Carrot sticks
- Capsicum sticks
- Green beans
- Cucumber sticks
- Celery sticks
- Snow peas
- Tomatoes (e.g. cherry and Roma tomatoes)
- Mushroom pieces

Can serve with either:

- Hommus
- Tomato salsa
- Tatziki
- Beetroot dip
- Natural yoghurt

SALADS

- Coleslaw and potato salad (reduced fat dressing)
- Mexican bean, tomato, lettuce and cheese salad
- Pesto pasta salad*

BAKED ITEMS

- Grilled or roasted vegetables
- Wholemeal vegetable muffins or scones
- Vegetable slice (with grated zucchini and carrot)
- Popcorn

SOUP (In small thermos)

- Pumpkin soup
- Potato and leek soup
- Chicken and corn soup

MILK, YOGHURT AND CHEESE 3

- Milk
- Calcium-enriched soy and other plant-based milks
- Yoghurt (frozen overnight)
- Custard

Tip:

- Freeze the night before to keep cool during the day

- Cheese cubes, sticks or slices
- Cottage or ricotta cheese
- Cream cheese
- Tatziki dip

Can serve with either:

- Fruit
- Wholegrain cereal, low in sugar
- Vegetable sticks
- Rice and corn cakes
- Wholegrain wheat crackers

MEAT OR MEAT ALTERNATIVE 4

- Tinned tuna or salmon in springwater
- Lean roast or grilled meats (e.g. beef, chicken, kangaroo)
- Falafel balls
- Lean meat or chicken patties
- Tinned tuna or salmon patties
- Lentil patties
- Lean deli meats (e.g. ham, silverside, chicken)
- Boiled eggs
- Baked beans (canned)
- Tofu cubes
- Hommus dip
- Lean meat or chicken kebab sticks
- Peanut butter*

Can serve with:

- Wholegrain sandwich, roll, pita or wrap bread with salad
- Rice and corn cakes
- Wholegrain wheat crackers
- Side salad

- Vegetable frittata
- Skinless chicken drumsticks
- Savoury muffins or scones (e.g. lean ham, cheese and shallots)
- Homemade pizzas with lean roast or deli meats and vegetables

Can serve with:

- Side salad
- Steamed or roasted vegetables

GRAIN AND CEREAL FOOD 5

MAINS

- Wraps
- Sandwiches
- Rolls
- Toasted sandwiches

Tip: Use breads such as wholemeal, multigrain, rye, sourdough, pita, flat, corn, mountain, lavash, white fibre-enriched, soy and linseed, herb, naan, bagels, foccacias, fruit bread and English muffins.

- Pasta dishes
- Rice, quinoa or cous cous dishes
- Noodle dishes
- Sushi

SAVORY BAKED ITEMS

- Homemade pizzas
- Wholemeal savoury muffins or scones (e.g. ham, cheese and corn muffins)
- Vegetable based muffins
- Pasta or noodle bake

SWEET BAKED ITEMS

- Fruit loaf
- Wholemeal fruit based muffins

SNACKS

- High fibre, low sugar cereal (e.g. muesli)
- English muffins
- Crackers
- Crispbreads
- Rice cakes
- Corn thins
- Wholemeal scones
- Pikelets
- Crumpets
- Hot cross buns (no icing)

WATER 6

- Take a water bottle (for refilling throughout the day)

Tip:

- Freeze overnight to keep foods cool in lunchboxes

Sweet and savoury snack foods (e.g. muesli/fruit/nut bars, biscuits, crisps, cakes, muffins, slices) should be limited in lunchboxes. They can lead to excess energy intake if consumed in large amounts.

Sugar sweetened drinks and confectionery should not be provided in lunchboxes. They can lead to excess energy intake and tooth decay.



*Check your school's policy regarding the use of nuts and products containing nuts.

For more information about healthy eating and for many tasty recipes, visit the the Healthy Eating Advisory Service: <http://heas.health.vic.gov.au/>

Attendance - Signing In and Out

Families are required to digitally sign their child's attendance on a secure electronic device each day on arrival and at departure. This indicates children's attendance and is of key importance in emergency situations and in accordance with the Education and Care Services National Regulations and Family Assistance Law. Families are also required to sanitise their hands before and after use of the signing in/out device.

Please advise staff if someone different will be collecting your child and ensure only those authorised on your enrolment forms do so. We request that children be collected promptly at the end of the session. If you are delayed please phone the kindergarten direct so that staff can reassure your child. Families are also requested to submit non-attendances (for any reason) via the Guardian Xap communication portal or email to childrenservicesenquiry@glenelg.vic.gov.au remembering to provide the child's full name and centre location.

Illness & Infectious Diseases Exclusion

If your child is in any way unwell and not their usual self please keep them at home to allow for their full recovery, so that they can fully participate in the program on their return. Children who have an infectious illness must remain at home. This is for the wellbeing of all children and adults at the service.

If your child becomes unwell whilst attending the service you will be contacted and asked to collect your child as soon as possible. If you are unable to be contacted, the next authorised nominee from the child's enrolment form will be contacted. In the meantime, every effort will be made to keep your child comfortable, away from other children and under close observation.

Families **MUST** inform the service if their child has been diagnosed with an infectious disease such as influenza, measles or chickenpox. A detailed list of the Department of Human Services' minimum periods of exclusion for infectious and communicable diseases is included as an Appendix.

Below is an extract showing some of the more common childhood conditions and exclusion periods:

- Diarrhoea: child to be excluded until there has not been a loose bowel motion for 24 hours (subject to Chief Health Officer Advice)
- Vomiting: child who is vomiting should be kept at home until it has ceased for 24 hours
- Fever: child with a fever greater than 37.5° C must be excluded and kept home until they have been fever free for 24 hours
- Conjunctivitis: child to be kept at home until discharge from the eyes has ceased
- Common cold: if a child has a continual runny nose, sneeze or cough it is best to keep them home until symptoms abate or are manageable by the child to prevent cross infection
- Hand, Foot & Mouth Disease: child to be kept at home until all blisters have dried

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion>

Medical Conditions

Glenelg Shire Council has policies in place for allergies, anaphylaxis, asthma and other medical conditions. A suitable Medical Management Plan can be obtained from the service or on our website, and should be completed in conjunction with a medical practitioner prior to enrolment, please ensure this version is completed by your doctor and returned to the service. You will be provided with a copy of the relevant policy when your enrolment is processed. The service will complete a Risk Management Plan and Communication Plan in consultation with you prior to commencement. If your child is diagnosed with any medical conditions between enrolment and commencement, or during the year, please notify staff and complete the required documentation to update your child's enrolment. Please allow our staff up to 72 hours to process the change. Your child can attend after the paperwork has been processed.

Medications

Prescribed and over the counter medication will only be administered to a child when written instruction from an authorised person, stated on the enrolment form, is recorded on the medication form. Medication must be labelled with the child's name, be in date and handed directly to a staff member on arrival each day.

SunSmart

Glenelg Shire Council ensures that all children are protected from skin damage caused by harmful UV rays with daily checks of the UV levels. Services provides a minimum of 30+ sunscreen for use in accordance with our Sun Protection Policy.

Early Years Immunisation

A copy of your child's Australian Immunisation History statement is required at enrolment. Families can obtain this from their myGov account; or by phoning AIR on 1800 653 809; or by visiting a Medicare or Centrelink office. Early childhood education and care services cannot confirm enrolment of a child unless the parent/guardian has provided documentation that shows the child:

- is fully vaccinated for their age, or;
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
- has a medical reason not to be vaccinated
- or meets eligibility for the No Jab/No Play Grace Period

'Conscientious objection' to vaccination is not an exemption (Public Health and Wellbeing Act 2008)

Accident and Injury

Despite every precaution, accidents can occur. All of our educators hold a First Aid Certificate and, in the case of a minor accident, staff will comfort the child and apply first aid. If the accident is of a serious nature, staff will contact the parents, whilst comforting and applying first aid. In the case where an ambulance is required, staff will call an ambulance and then the family. All medical and ambulance costs are the parent's responsibility.

Emergency Contact Details

Families are requested to keep their Emergency Contact Details up to date at all times. This is to ensure that in the case of an emergency, we are able to contact you, or your authorised nominees.

Evacuation Procedures

Emergency evacuation procedures for children, staff and visitors are displayed throughout our kindergartens. Educators practice emergency evacuation drills throughout the year with the children. In the first instance, we use Xap to communicate emergency situations.

Excursions, Events and Incursions

Excursions and visitors to the service are an important part of the kindergarten program. They provide opportunities for the children to explore the wider community as well as enrich and extend the educational program provided at the service. In the lead up to excursions, families/carers will receive notification of the planned activities and the adult/child ratio required to conduct the outing in a safe manner. Adult assistance is required on these days.

Permission slips are required prior to all excursions, and must be signed and returned in order for your child to be able to participate. Please be aware that there is no provision for a child to attend kindergarten if they are not participating in the excursion.

Notices and Newsletters

In addition to regular informal discussions with you, staff will use notices, regular updates and newsletters as the primary means of communication. These will be sent via the Xap communication portal and on our social media pages. Newsletters, updates and notices help keep you informed with kindergarten events, any changes to policies, as well as providing information on the children's program.

Parent Advisory Group (PAG) / Parent Advisory Committees

Glenelg Shire Council welcomes and encourages parent engagement with each of its kindergartens through parent committees and groups. If you would like further information or to join one of these groups, talk to the kindergarten teacher or a current committee member.

Court and Intervention Orders

The parents of a child automatically have shared parental responsibility unless a Court Order states otherwise. Court orders varying parental responsibility can be made under the Family Law Act 1975, the Children, Youth and Families Act 2005 and the Family Violence Protection Act 2008. A Court Order outlines the powers, duties, responsibilities or authorities of any person in relation to a child. It may take away the authority of a parent to do something, or may give it to another person. If the person(s) enrolling the child does not disclose that there is an existing Court Order and/or shown an authenticated Court Order, they cannot be held responsible for any actions taken by staff members that are contrary to that Order. It is not the role of the service or the Department of Education and Training to mediate such a dispute between the parent(s) or guardian(s) regarding the contents of a Court Order. This is a matter to be resolved by the parents, their lawyers and/or the Court.

There are two types of Intervention Orders that a magistrate can make at court. They are an Interim Order; a Short-Term Order made until a magistrate can hear all the evidence and make a final decision or a Final Order; a longer-term Order made if a magistrate believes a person needs protecting. Families are required to ensure that the service has the most up to date information including any Interim and Final Orders relating to your child. If the Order is complex in nature a risk assessment will be developed and signed off by the parent/guardian.

Council appreciates that from time to time the personal circumstances of parents/guardians may result in alternative pick up, drop off, and care arrangements for the named child (either by agreement or court order). Council will endeavour to accommodate these arrangements provided reasonable notice is given (typically being at least seven days). In the absence of such notice, Council reserves the right to refuse the named child or a parent/guardian access to the service until internal measures have been taken to accommodate the arrangement.

Early Start Kindergarten

Early Start Kindergarten (ESK) gives eligible children 15 hours of free or low-cost kindergarten a week.

To be eligible, your child must be three by 30 April in the year they'll start kindergarten, and:

- identify as Aboriginal or Torres Strait Islander
- your family has had contact with Child Protection
- is from a refugee or asylum seeker background

For further information on Early Start Kindergarten [click here](#)

Feedback, Complaints or Concerns

It is our aim to address complaints or concerns as they arise and arrive at a satisfactory outcome. If you have any complaints or concerns, please speak with an educator.

If you wish to take the complaint or concern further, you can contact:

The Nominated Supervisor
Children's Services
Glenelg Shire Council
PO Box 152

PORTLAND VIC 3350

P: 1300 453 635

E: childrenservicesenquiry@glenelg.vic.gov.au

Department of Education & Training
South Western Victorian Region - Quality
Assessment & Regulation Division

DET - Barwon South West Region

PO Box 2086

GEELONG VIC 3220

P: 03 5215 5136

E: bsw.qar@edumail.vic.gov.au

Alternatively please refer to the Glenelg Shire Council Customer Complaints Handling Policy on our website www.glenelg.vic.gov.au

Policies and Procedures

Glenelg Shire Council has a Policy and Procedures Manual that reflects the Education and Care Services National Law Act 2010, The Education and Care Services National Regulations 2011 and Glenelg Shire Council's recommendations for best practice. These policies are available for families to read at each service. A copy of individual policies can be provided on request.

Our policies are reviewed regularly as required by law or at least every four years. Families are encouraged to have input into these policies at the time of establishment or review.

Privacy, Confidentiality and Permissions

Glenelg Shire Council has policies in place for privacy and confidentiality illustrating how we collect, use, disclose, manage and protect information about children and families attending each service.

Photographs and videos are classified as 'personal information' under the Information Privacy Act 2000. Photos and videos of children are only to be taken by authorised Council Officers during education and care sessions. No images are to be taken by families, friends or visitors to the service during the program.

Photographs and videos of your child are taken with your permission by our educators to record your child's learning and development. On your enrolment form you are asked whether you give authorisation for it's use in spaces by Glenelg Shire Council

For further information refer to our policies available for viewing at each service or on request.

How does Early Years Management operate?

Roles and responsibilities for Glenelg Shire Council are to:

- act as the Licensee and ensure that Department of Education and Training requirements are being fulfilled;
- employ appropriately qualified educators;
- administer payment of wages and preservation of staff entitlements;
- co-ordinate and support the early resolution of any concerns between the staff and committee/PAG;
- encourage staff to attend professional development that will assist in their service delivery and suit the needs of the children and families of the current year;
- work in partnership with each Committee/PAG, other Municipalities and Early Learning Associations in Australia;
- develop and monitor policies and procedures;
- reconcile Department of Education and Training funding; and
- manage the service on a day to day basis including the collection of fees, payment of utilities.



Each Kindergarten Committee/Parent Advisory Group

(PAG) Roles and Responsibilities are to:

- organise and take responsibility for the fundraising activities to assist in the purchase of new equipment, including working bees;
- actively encourage the involvement of all families with children attending the service;
- give early advice of, and work co-operatively with the Glenelg Shire Council;
- send a representative to attend quarterly Reference Group Meetings;
- be involved with the development and monitoring of committee policies;
- promote the early years' service; and
- establish processes for parents to have input into the service.
- Work closely with Kindergarten teachers, educators and Glenelg Shire Council Staff

The Reference Group

- One nominated member from each Committee/PAG is required to attend quarterly meetings.
- Attendance at these meetings provides the opportunity to meet with other committees/PAG's and share information about achievements or any difficulties that they are facing.
- To be kept up to date with Glenelg Shire Council Children's Services information.
- Provide an avenue for consultation between Committees/PAG's and Council.

Transition to School is a process; the Transition Learning and Development Statement is one part of this process.

The Transition Learning and Development Statement supports the transfer of information, from kindergarten (4 year old) to primary school. It provides an opportunity for the child, their families and the professionals working with them to contribute to the information that is shared.

Information in the Statement:

- summarises the strengths of the child as they enter school;
- identifies the child's individual approaches to learning and other interests;
- indicates how the child can be supported to continue learning; and
- informs families about their child's learning and development.

The information in the Statement helps school teachers to get to know the child entering their class before they start; and to plan for each child's learning and development.

For more information about the Transition Learning and Development Statements (Kindergarten to School) visit <https://www.education.vic.gov.au/childhood/professionals/learning/Pages/family.aspx>



Key Contacts

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General Enquiries

Kindergarten enquiries please contact:

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Tel: 1300 453 635

Email: childrenservicesenquiry@glenelg.vic.gov.au

Long Day Care enquiries please contact:

Jess Hallinan

Tel: 1300 453 635

Email: childrenservicesenquiry@glenelg.vic.gov.au

Fee or Account Enquiries

Enquiries regarding fees or accounts please contact:

Children's Services Accounts Team

Tel: (03) 5522 2515

Email: csaccounts@glenelg.vic.gov.au

Thank you for choosing Glenelg Shire Council Children's Services to care for and educate your child.

We look forward to working with you as we watch your child grow, develop and learn.

We hope you and your child find our services to be a place where everyone feels happy, safe and secure, and that positive relationships are built between you and our team members. We are proud to be assisting your child to have a positive and fulfilling educational journey through their early childhood years.



