

# LEN JEFFREY MEMORIAL PRESCHOOL

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# Information Booklet

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\* **DET** – Department of Education and Training

## **WELCOME TO LEN JEFFREY MEMORIAL PRE-SCHOOL**

We would like to take this opportunity to thank you for choosing Len Jeffrey Memorial Pre-School for your child's education. We are looking forward to working with you and helping to prepare your child for the educational years to follow.

Len Jeffrey Memorial Pre-School is a community-based pre-school that has a strong commitment to the education of all the children that attend it. We welcome family involvement in our programs and would like to take this opportunity to encourage parents and family members to feel free to visit the Kinder at any time; this will enable you to get to know other parents and the staff. If you have any thoughts, ideas or skills that may contribute to our program, we would love to hear about them. Len Jeffrey is a sun smart kinder and requires that all children and adults wear hats and sunscreen from 1<sup>st</sup> September until 30<sup>th</sup> April. Hats are available for purchase from the Pre-school and we ask that parents provide a good example also.

Len Jeffrey Memorial Pre-School currently offers 4 year old (aimed at 4-5 year old children) and 3 year old (aimed at 3-4 year old children) kindergarten programs. Parents with children attending 3 year old Pre-kinder program have the option of a single session or a double session per week. Our sessions for the 3 year old groups run in the morning whilst our 4 year old program runs for 5 hours per day thus both groups are at kinder at the same time. This is a great benefit to parents with children in both year levels.

## **ABOUT YOUR PRE-SCHOOL**

An elected Committee of Management administers Len Jeffrey Memorial Pre-School. It is an independent association with its own constitution whose members are YOU.

The Committee plays a vital role in the running and organisation of the Kinder. Each voluntary member on the Committee has a specific role and a valued role, no matter how big or small. A summary of Committee Position Descriptions is attached at the back of the information booklet.

The Committee of Management employs the staff with which your fees, together with a subsidy from the Government, cover their wages. The Pre-School needs money to pay for expenses such as gas, electricity, telephone, cleaning equipment, art supplies and many other items, which are funded from your fees, fundraising levy and events.

Please know that in each room you can find copies of the Len Jeffrey Memorial Pre-School Policies, along with DET\* Guidelines and Regulations, which you are welcome to read at any time.

Some of the important policies pertinent to you and your family are included in the following pages.

Please remember our doors are always open to you if you have any concerns or queries. We are sure we will all have a fantastic and enjoyable year.

## THE LEN JEFFREY MEMORIAL PRE-SCHOOL PHILOSOPHY

At Len Jeffrey Memorial Preschool; we aim to provide a warm, caring, supportive environment where children feel happy and safe. We respect each child as a unique and capable individual. Every child has right to quality education and care, regardless of race, religion, socio-economic status, family structure, lifestyle, disability or gender. We acknowledge and show respect to the people of Aboriginal and Torres Strait Islander origin and we are committed to respecting the diverse backgrounds of all children and their families and weaving these backgrounds into the fabric of our kindergarten, so that our kindergarten is a place of belonging for all.

Young children are naturally inquisitive and curious about the world around them; therefore, our educational program fosters and nurtures this curiosity by providing a broad range of stimulating experiences both indoors and outdoors. For many the educational aims of the program may not be obvious within an environment which appears to give children a great deal of freedom. As educators we respond to children's ideas and play using intentional teaching to scaffold and extend each child's learning. We reflect on children's learning and development both as individuals and groups to regularly implement changes to our program. We place equal value on the indoor and outdoor environments when planning experiences. Both our indoor and outdoor environments are designed and organized to ensure access and participation by all children attending the service.

Children learn through play; it helps them to come to terms and make sense of their lives and the world around them. Thus, play is the basis of our preschool program as it encourages creativity, self-expression and independence. It also develops concentration, promotes problem solving skills and aids the development of speech through social interactions. Children are encouraged to extend their play in any direction they choose and to take appropriate risks.

Within our service we are also taking an active role to care for the environment and contribute to a sustainable future by teaching the children the importance or recycle, reuse and reduce. We also encourage the children to care for and respect our environment through natural play.

At Len Jeffrey Memorial Preschool we follow the Early Years Learning Framework which describes childhood as a time of belonging, being and becoming. *Belonging* is the basis for living and fulfilling life. Children feel they belong because of the relationships they have with their family, community and culture. *Being* is about living here and now. Childhood is a special time in life and children need time to just "be", time to play, try new things and have fun. *Becoming* is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Our program is based on a balance between teacher and child directed experiences and activities. Throughout our program we aim to guide, support and assist children to achieve the five learning outcomes as stated in the Victorian Early Years Framework.

These outcomes are:

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

It is our belief that children learn best when they feel positive about their own self-worth. Therefore, it is of the utmost importance in our teaching that each child learns to value themselves for what they are and what they can offer others. Staff model appropriate behaviors and provide guidance where necessary to help children socialize, develop respect for one another, assume responsibility for their actions and resolve conflicts.

The role of parents, families and staff is respected and supported through committees, staff induction and the continuity of educators at the service. The success of our program depends on this partnership between parents, community and staff. Our center is committed to open and constructive communication with families which includes discussion, portfolios, daily reflections and newsletters. For it is not only the influence of preschool staff but that of parents, peers and community that helps to achieve the overall growth of the child.

Through commitment to continuous improvement, self-assessment, ongoing learning and reflective practices we aim to provide the best for your child's welfare and education.



We respectfully acknowledge the traditional owners of the land throughout Victoria and pay our respects to the ongoing living cultures of First People.

## STAFF

Our Staff work as 2 teaching teams with a Qualified Teacher and an Assistant for each Class Room. Staff attend "Professional Development" Days throughout the year to maintain their high standard of teaching.

Teacher in Charge Educational Leader	Leah Cunningham	Bachelor of Education (Early Childhood)
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Teacher	Samantha Palmer	Bachelor of Teaching (Early Childhood)
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Co Educator	Sylvie Szabo	Cert III Early Childhood Education
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Co Educator	Jo Conway	Cert III Early Childhood Education
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## TEACHER PREPARATION

The teachers have allocated Preparation time outside of Class times throughout the week. This time is used to prepare the class programs, record children's individual development, order stock, attend teacher's meetings, perform administrative duties, pre-school shopping, and parent's interviews.

*\* This is the preferred time to contact teachers regarding matters of concern.*

## INTERVIEW DAYS

At the beginning of the year, you and your child will be allocated an interview time. This time is used to confirm enrolment details. It is legally required that these details (such as forms from the AGM) are returned to the preschool prior to commencement of Term 1. The interview time is also the best opportunity for you to meet your child's teacher, discuss confidential matters, and impart personal information regarding your child. Please make the most of this time, as it will certainly benefit the teacher's understanding of your child and his or her individual needs. Remember: If you do not tell us, we do not know, and we are a team working together to educate your child.

You will be advised of your interview day and time at the AGM. It is essential that all forms handed to you in the AGM envelope and the Blue enrolment form (if required) are completed and handed in at this interview time.

## STAGGERED INTAKE

At the start of the year, the children will be introduced into the pre-school gradually, the children will be divided in half and attend shorter sessions during this "settling in" period. The shorter sessions will give staff the opportunity to get to know your child in a more personal way and to help the children to settle into their new environment. *A timetable for the first few weeks will be available on orientation day and be provided to you early in the new year.*

## WHAT TO BRING EACH DAY

Please make sure you name everything your child brings to Kinder so that we can safely return anything left behind. Please check lost property on a regular basis.

Kinder bag/back pack - large enough for a lunch box and artwork (school bag size is desirable)

Change of clothes appropriate to weather conditions

Spare underwear.

Sun hat – *compulsory for September to April*

Lunch box with snacks inside (something healthy please and easily opened. Eg: fruit, crackers, cheese and sandwich)

## DELIVERY AND COLLECTION OF CHILDREN

### Attendance

Plan your morning or afternoon so that you do not have to rush to Kindergarten. Pass on to the teacher anything of importance that has happened since the previous session. All children are to be delivered and collected by a responsible adult.

It is important that your child attends Kindergarten regularly and that he/she arrives **punctually** and is collected on time. It is upsetting for a child to arrive when the children are already settled, or be left waiting at the end of the session.

If you wish to chat to other parents, please do so outside, as this will lessen the disruption to the group. Please wait outside until the session begins. The door is not locked to keep you out, rather for safety reasons. When the session is finished, please wait outside until the door is opened and the children are ready to be collected. Please wait until the staff member has dismissed your child.

### Sign-In Book

On arrival, you must sign your child in so that we have a record of all children present at the Kinder. To successfully sign your child in you will need to:

- Find your child's name on the roll
- Write in time of arrival
- Sign your name
- Write down who will be picking your child up (must be listed on your enrolment form)

On departure, you must sign-out. To sign your child out you need to:

- Find your child's name on the roll
- Sign your name
- Write in departure time
- Sign in book example:

	Name	Arrival Time	Signature	Child will be collected by	Departure Time	Signature
1	<b>Tom Jones</b>	8:42am	DBJones	Dad	<b>12:15</b>	<b>BJJones</b>
2	<b>James Brown</b>					

If someone else is picking up your child you will need to fill in an **ALTERNATIVE ARRANGEMENT PICK UP FORM**. You will find these on the bench with the sign-in book. When on duty for the session you must also sign in any toddlers staying for the session. This must be done in the visitors' book.

### Alternative Pick up Forms

The staff must be notified in writing if anyone other than the legal guardian will be collecting the child. Forms entitled "Alternative Pick up Arrangement" shall be made available and displayed in a prominent position. If this arrangement is to be ongoing then only one form needs to be filled in and updated as necessary.

In emergency situations, only a telephone call to the child's teacher will be accepted as formal notice.

### Pick up Times

We will be encouraging the children to remain seated on the mat area until their parents arrive. It would be of great assistance if you could sign the book and come over to greet your child at this area.

Please do not call out to your child during mat time, as we will dismiss the children when we can see you.

## KINDER DUTY

It is **essential** for our teachers to have a parent on duty each session. This is a fabulous opportunity to watch your child at Kinder. Some of the duties include:

- Interaction with the children, sitting down with them to read a book, assist with puzzles and put names on work etc.
- Assisting staff at pack-up time, clearing and wiping down tables, washing art equipment and sweeping floors, wipe down easels.
- Wash dishes, tidy kitchen and wiping over the stove or fridge if needed. Wipe tables and sweep after snack time
- Sweep Floors.
- Assisting with outdoor play and supervision, sweep paths; packing up and cleaning outdoor equipment
- Write Names on children's artwork and put any artwork into children's art boxes.
- But most of all HAVE FUN!

Teachers will print out a time sheet for the term allowing you to enter your name on the date or dates that suit you for kinder helper. Toddlers are most welcome to attend, however they remain your responsibility. **Parents and Toddlers must be signed into the Visitors Book.**

## LAUNDRY ROSTER

The parent that does kinder duty on the last day of the week will also be asked to take the laundry home to wash. This consists of washing hand towels, tea towels, smocks and sometimes sun hats and home corner bedding and dress ups. Please return the washing for the next session, as hand towels etc will be required for these sessions. If you notice that there is no parent helper for that last session, offers to take the washing are happily received by teachers.

## NOTICE BOARDS AND TAKE HOME WORK PIGEON HOLES/INDIVIDUAL POCKETS

The main means of communication between the teachers and parents is via email. Our kindergarten is striving for our level 2 Sustainability so we prefer to email information to parents, please ensure you supply your email details on your application form and check emails regularly to stay informed. We also have a private facebook page for each year where information is provided about activities, teacher information and fundraisers at kinder. Search for Len Jeffrey Memorial Preschool 20?? depending on your year of attendance.

As well as email, information is sometimes displayed on notice boards or placed in children's pockets. Please remember to read and check both, each time your child comes to Kinder. Kinder can be a very busy place and children feel secure when their parents know what is happening. Children also like it when you take their artwork home as they put a great deal of time and thought into it. Although most days there will be some artwork to take home, please do not be worried if your child does not have any – they have probably been busy doing a lot of other things at Kinder.

**Please note that only the staff or members of the Committee of Management are to put information into the art boxes and individual pockets. The preschool has a separate "community notice board" for other notices.**

## MONEY (refer to Money Handling Policy)

Any money sent to Kinder should be placed in a sealed envelope with your child's name, group, amount, and reason for sending the money written on the outside. If a cheque issued to the Pre-School is not honoured by the relevant financial institution, the drawer of the cheque must pay any applicable dishonour fees charged to the Pre-School by the financial institution.

Money should then be placed in the wall mounted metal cash box –

- *Please also complete and sign the allocated receipt book to register your deposits then place the receipt in with your payment – this will be returned to you as your receipt of payment made to the kindergarten.*

Money can also be paid by direct debit – these details are located on the bottom of your term fee invoices.



## **HEALTH**

In order to safeguard all the children and to keep infections to a minimum throughout the year, you are requested to please keep your child at home if they are suffering from a cough, cold or any infectious disease at all.

It would be appreciated if you could advise staff of your child's absence. If your child is not well enough to go outside, please do not send them, as we try to get outside - even in the cold weather. If your child has long hair, please try to keep it tied back as it makes it easier for the child when working at an activity as well as reducing the risk of head lice.

## **MEDICATION**

If your child requires 'prescribed' medication during a session, details of this must be recorded and consent signed by parent or guardian before staff can administer medication. This includes asthma medication. (No medication is to be left in your child's bag.) If your child is injured at a session of Kinder, the staff are required to record details of the incident and parents must acknowledge by signing the report.

## **IMMUNISATION**

Although immunisation is compulsory. You must provide a copy of your child's immunisation certificate when starting preschool. These are available on line from Medicare.

If your child is not immunized, they cannot attend this service.

When sending your child to Kinder we ask that you dress them in comfortable clothes that allow freedom of movement. The clothing also needs to be easily manageable for toileting.

Please do not send your child to Kinder in clothes that are not allowed to get dirty. Even though children wear smocks for certain activities, clothes are guaranteed to get dirty.

Please save any spare tracksuit pants, T-shirts, socks or windcheaters that might fit other Kindergarten children. Occasionally, accidents do happen.

## **PURCHASING PRE-SCHOOL UNIFORMS**

Windcheaters, T-shirts and hats are available with the pre-school logo printed on it. Wearing of uniform is not compulsory. (Purchase is optional). Please note these prices are the cost price of the clothing.

The order form for kinder uniform is located at the back of this booklet or spare copies are located in each of our kinder rooms.

## **BIRTHDAYS**

We will celebrate your child's birthday at kindergarten by baking muffins with them to share with their friends. This celebration time is kept fairly informal and we also encourage you to sign up for duty on your child's birthday.

If your family does not celebrate birthdays please inform your child's teacher and we will respect your cultural and religious beliefs.

## WASTE MATERIAL FOR YOU TO SAVE

Aluminium pie dishes	ribbon	Artificial flowers
Foil	Balls	Ice cream containers
Beads	Lace	Leather
Bed sheets	Bottle tops	Lunch wrap rolls
Boxes	Magazines	Margarine containers
Buttons	Cards	Material
Corks	Paper	Costume jewellery
Paper plates	Polystyrene pieces	Cotton reels
Cream bottles	Wool	1 litre milk cartons (washed)
Take away containers	Plastic bags	Wood

***Anything that you consider to be junk will be treasure to a Kindergarten child.***

## PREP TRANSITION PROGRAM

Transition from pre-school to school is a significant step in any child's life and that of the family. These programs will give your child the opportunity to participate in regular classroom activities and routines and it will also give parents the opportunity to participate in a variety of discussions with staff and school personnel covering different aspects of the school's organisation and programs. Len Jeffrey Memorial Pre-School currently supports all local schools in their transition programs. All schools receive a transition statement relating to each child in the November prior to starting school.

Details of these programs will be given out during the year as dates become available.

## ADMISSION REQUIREMENTS AND ENROLMENT PROCEDURES

Refer to the Enrolment Policy late in this manual.

### Enrolment

A Child must not be enrolled at the centre unless the child's guardian has authorised the centre to seek emergency medical, hospital or ambulance service.

### Records

The Proprietor must ensure that the following records are maintained:

- An attendance book
- Child Enrolment records
- A medication book
- An accident, injury and illness book
- A staff record

### Funding of Pre School Programs

The Len Jeffrey Memorial Pre-School is a community run organisation for the benefit of the local community. The Committee of Management (made up of parents) is responsible for the financial viability of the Pre-School program. **The Pre-School program is not part of the free education system.**

### Monies are obtained by:

- A subsidy from the State Government for each child enrolled.
- Fee Collection (Refer to Fees Policy.)
- Fund Raising

### Monies collected are offset against:

- Teachers/Assistant's salaries and associated costs
- Telephone, electricity and gas
- Cleaning
- Maintaining the building and grounds
- Purchasing consumables eg. paint, paper and craft requirements
- Purchasing new equipment and maintaining present equipment (both inside and out)
- Administration costs eg. stationary, postage and office supplies

- Any other item deemed necessary by the Committee

It is the responsibility of the committee to act in a financially responsible manner by setting fees at a level required to keep the Pre-School viable for the benefit of your child and future children in the community. The Committee also strives to keep fees as affordable as possible. Prompt payment of fees is crucial. If you are experiencing difficulties in this regard, please contact the Accounts Coordinator or your child's teacher. All arrangements are held in the strictest of confidence. **All fees are due and payable by the end of the 1<sup>st</sup> week of each term.**

## **ADDITIONAL NEEDS**

For any child with additional needs, a Placement Support Group will be offered which can comprise of the parent, teacher and a support person to provide the best possible outcome for the child, taking in consideration the responsibility and duty of care to the other children. The Placement Support Group will discuss how the best outcome can be achieved for the child (this may include additional volunteers, parent support during class, reduced hours etc.). This meeting will be documented and a review will be conducted at the end of each term.

## **BEHAVIOUR MANAGEMENT**

Len Jeffrey Memorial Pre-School believes that the positive guidance and management of behaviour will foster self-esteem and self worth. We believe that children need to experience consistent, clear and coordinated expectations of behaviour.

### **For all the children in our care, staff will:**

- Have age appropriate expectations, so that children are not expected to do things that they are not yet able to do.
- Set up the environment to minimise conflict by offering appropriate choices, age/stage experiences, an adequate supply of equipment and the correct child/staff ratio.
- Focus on the behaviour that is inappropriate, not the child. We need to protect the child's feelings of self worth by avoiding comments or using techniques that will embarrass, frighten, or make the child feel insecure or bad about themselves.
- Identify and reinforce appropriate behaviour consistently. For the child to know what is acceptable behaviour we need to focus on what is appropriate with encouragement and positive reinforcement.
- Set clear limits with a brief explanation so the child knows why the limit has been set eliminating negative behaviour.
- Be aware of the need to redirect children to other activities when unsettled.
- Model appropriate behaviour- children learn by example.
- Recognise their own limitations and seek support when they feel unable to deal with a specific situation for whatever reason.
- Reinforce that the Pre-School is a "War Toy Free Zone" and will try to discourage the use of violent actions in the children's play.
- Ensure that no child shall be subject to any form of corporal punishment, physical immobilisation, or any other form of physical or mental humiliation. Teachers can provide information as to how individual situations may be managed.

NOTE: Because each child is an individual, our expectations for each one will be appropriate for them at their level of development.

## **KINDERGARTEN POLICIES**

### **Standards of Conduct (Parents/Guardians and Volunteers.)**

- Due to recent development in many organisations it has been decided that Len Jeffrey will ask parents to read and adhere to a Code of Conduct. This Code of Conduct is to ensure parents and Children are treated equally and fairly.
- Len Jeffrey Memorial Pre School provides an open, welcoming and safe environment. We believe that all parents/guardians and volunteers play a crucial and valuable role in the effective operation of the centre and in enriching the children's program. We acknowledge that without parents'/guardians' support, participation and contribution Len Jeffrey Memorial Pre School could not operate.
- A code of conduct provides guidelines for desirable and appropriate behaviour of members, and reflects the values and beliefs of the centre. The code is designed to provide principles and practices to guide adult behaviour.
- This code of conduct for parents/guardians and volunteers outlines the type of practice we require all adults working and attending our centre to follow. It will assist in ensuring the safety and wellbeing of children, families and staff. It does not provide all the answers but is a broad outline of behavioural principles, expectations and ideals.
- The committee has a legal responsibility to provide a safe and happy environment for all children and staff attending the centre. Employers have a responsibility to provide, as far as practicable, a safe workplace that is free from discrimination, bullying and/or harassment.
- We ask that all parents read the Standard of Conduct below and return with your enrolment forms the Code of conduct agreement.

### **Behavioural practices to follow**

- In relation to children
- Be a positive role model at all times
- Always speak in an encouraging and positive manner
- Listen actively to children and offer empathy, support and guidance where needed
- Regard all children equally and with respect and dignity
- Physical contact with children other than your own should be avoided unless directed by staff or if the safety of a child is compromised (this should be reported immediately to staff)
- Inform children if physical contact is required for an activity and ask them if they are happy to proceed
- All interactions with children should be undertaken in full view of other adults
- Never do things of a personal nature for a child that they can do themselves, for example, assisting them in going to the toilet or changing their clothes.
- In relation to other adults (including staff)
- Use respectful, encouraging and accepting language.
- Respect the rights of others as individuals.
- Give encouraging and constructive feedback rather than negative criticism.
- Accept staff decisions and follow their directions at all times. Speak with the staff member if you have a problem complying with any directions.
- Be aware of routines and guidelines for children's play within the centre, abide by them and seek advice when unsure.
- Be aware of emergency evacuation procedures.
- Discipline of children is the responsibility of staff and therefore any matters or concerns related to managing children's behaviour should be referred to staff immediately.
- Avoid approaching staff to discuss a child during a session. Seek an alternative time when staff are free from contact duties with children.
- Refrain from public criticism of children and adults at the centre.
- Any issues or grievances should be raised as outlined in the Complaints Policy.
- Under NO circumstance should a child, parents/guardians or member of staff be approached directly in a confrontational manner.
- Smoking is prohibited on the centre property at all times.

## **In general**

- The centre and staff are responsible for the children that are enrolled and signed in, that is those children attending the children's program.
- Parents/guardians, and other persons attending with children not enrolled in the program, are responsible for supervision of their children at all times. This is particularly important, for example, during outdoor time as the climbing equipment may be set-up for four to five year-olds and could be hazardous for younger siblings participating in the program.
- Adults are responsible for all children who accompany them, for example while on duty, drop off and pickup time, ensuring they do not inhibit or disrupt the program in any way
- Parents/guardians must clean up after their children and leave all areas as they were found.
- Staff may ask parents/guardians to remove children not enrolled and signed into the program if they are disturbing the program.

Parents/guardians will also be responsible for children's behaviour when attending other activities and the child is not signed into the program, for example working bees, family nights

The Enrolment Officer is responsible for the day-to-day implementation of this policy, which includes:

## **Enrolment and Orientation Policy**

### **Mandatory – Quality Area 6**

#### **Purpose**

This policy outlines:

- the criteria for enrolment at Len Jeffrey Memorial Preschool
- the process to be followed when enrolling a child at Len Jeffrey Memorial Preschool
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Len Jeffrey Memorial Preschool
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

#### **Policy statement**

##### Values

Len Jeffrey Memorial Preschool is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

##### Scope

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, early childhood teachers, Persons in Day to Day Charge, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Len Jeffrey Memorial Preschool.

##### Background and legislation

###### Background

The *Education and Care Services National Regulations 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (Regulation 168(2) (k)). It is intended that all eligible children (refer to *Definitions*) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a service's philosophy, values and beliefs, and the provisions of the *Equal*

*Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in *The Kindergarten Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme. Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Jobs for families childcare package) Act 2017* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

#### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

#### Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Acceptable immunisation documentation: documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

Approved care: Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at: [www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

Authorised nominee: (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to consider a risk assessment on an individual basis to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Child Care Subsidy (CCS): A Commonwealth Government payment to help families who use either approved or registered childcare services. All eligible families can receive some Child Care Subsidy. Details are available at:

[www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/](http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/)

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place, or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

Eligible child: A child attending an early childhood education and care service as described in the *Immunisation enrolment toolkit for early childhood education and care services* or a child in a kindergarten program who meets the requirements of both *The Kindergarten Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Enrolment application form: A form to apply for a place at the service.

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrolment record: The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the service.

Fee: A charge for a place within a program at the service.

## Sources and related policies

### Sources

- Australian Childhood Immunisation Register:  
[www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register](http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register)
- The Family Assistance Law as the basis for Commonwealth child care fee assistance including the Child Care Subsidy (CCS) and Additional Child Care Subsidy (ACCS): <https://www.education.gov.au/child-care-legislation>
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *Guide to the National Quality Standard*: [www.acecqa.gov.au/](http://www.acecqa.gov.au/)
- *The Kindergarten Guide (Department of Education and Training)*:  
[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
- Department of Health and Human Services, *Immunisation enrolment toolkit for early childhood education and care service*: <https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/immunisation-enrolment-toolkit>
- Victorian Department of Health: [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation)

## Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

## Procedures

### **The Approved Provider or Persons with Management and Control is responsible for:**

- determining the criteria for priority of access to programs at Len Jeffrey Memorial Preschool, based on funding requirements and the service's philosophy (refer also to Attachment 1 – Eligibility and priority of access criteria)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 2 – General enrolment procedures and Attachment 3 – Sample enrolment application form)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period
- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services (see Attachment 4 – Letter for parents/guardians without acceptable immunisation documentation)
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).



## **The Nominated Supervisor, Persons in Day to Day Charge and early childhood teachers are responsible for:**

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
  - stay with their child as long as required during the settling in period
  - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- developing strategies to assist new families to:
  - feel welcomed into the service
  - become familiar with service policies and procedures
  - share information about their family beliefs, values and culture
  - share their understanding of their child's strengths, interests, abilities and needs
  - discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

Parents/guardians are responsible for:

- reading and complying with this *Enrolment and Orientation Policy*
- completing the enrolment application form and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status
- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.

Volunteers and students, while at the service, are responsible for following this policy and its procedures

## Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## **FEES POLICY SUMMARY**

### **1. Why fees are necessary**

The DET provides per capita funding as a contribution toward the costs of providing the funded kindergarten program. This funding contributes to the cost of providing a kindergarten program.

Kindergarten fees are necessary because there is a shortfall between the level of government funding and the cost of operating a viable kindergarten.

There is now government funding available for the three-year-old programs.

Parents need to be aware that kindergartens are not a free service and rely on prompt payment of fees to meet the operational costs. All parents/guardians must pay fees and the Committee has the discretion to withdraw service for non-payment of fees.

### **2. Fee subsidy for low income families**

For the funded kindergarten program only, the DET provides a Kindergarten fee subsidy to a parent/guardian or child who holds a current Health Care Card /Pensioner Concession Card/Visa 786/ Visa 785 / Visa 200-217 and asylum seekers bridging visa holders A-F and families with triplets/quadruplets attending a funded kindergarten program in the same year. The subsidy is paid to the kindergarten to directly reduce fees paid by families. To obtain this the supporting documentation (Health Care Card /Pensioner Concession Card/Visa 786/ Visa 785 Visa 200-217 and asylum seekers bridging visa holders A-F) must be sighted prior to the start of each term by the Accounts Co-ordinator or the original or certified birth certificates triplets/quadruplets need to be provided to the centre.

Note: Should your card expire or your situation change and you are no longer eligible for the subsidy you will be invoiced for the full amount.

### **3. Fee structure**

This is set out in the attached fee schedule.

### **4. Refunds**

Fees are non-refundable except for families who provide written notice to the committee of their departure. Refunds are provided on a pro-rata basis.

There will be no refund of fees due to a child's illness; family holiday during operational times; closure of the centre for one or more days when a qualified staff member is absent and a qualified reliever is not available; closure of the centre for staff training days, or closure due to the kinder's Fire Policy.

### **Payment of accounts**

Fees will be invoiced to families directly and must be paid by the date indicated on the invoice. (The end of the first week of each term.) Each invoice will be accompanied by payment instructions. Please note that the enrolment deposit must be received prior to the child commencing at the centre.

If you are experiencing financial hardship, please contact the Accounts Co-ordinator to discuss a payment plan.

## 5. Unpaid fees

Fees not paid by the due date will be followed up by:

An initial letter of warning stating fees are overdue, giving seven days for payment.

If payment is not received by the extended due date, a second letter will be issued, with attached copy of their signed Fee Payment Agreement, notifying parents that if payment is not received in seven days of the date of issue a 10% late fee charge will be added to their invoice.

Continued non-payment will result in a final letter being sent, via registered post, with attached invoice with added late fee charge. Payment in full must be received by the Accounts Coordinator within 7 days of issue or the child may be excluded or the services of a debt collector may be employed by the kinder at the expense of the family involved.

If at any time families are unable to pay they must contact the Accounts Coordinator or any member of the Executive Committee to arrange a payment plan or action will be taken inline with the Kinder's Fee Policy.

## 6. Late enrolments

Please note, if a child is enrolled after the start of the kindergarten year, the first instalment of fees must be received by the committee before the child can commence kindergarten.

### FEE SCHEDULE 2021

#### 4 year old Funded kindergarten fees

##### Fee structure

Hours	Fee per term	Fee per year
15 Hrs	\$0.00	\$0
Incursion levy	\$15.00	\$60.00
Maintenance Donation	Payable term 1	\$50.00 term 1 \$50.00 term 3
Enrolment Deposit	To Accompany the Enrolment Form.	\$60.00

\* Due to government Covid assistance in 2021, fees for this year are zero.

\* Maintenance Donation is per family not per child (Donation for 2021).

\* Enrolment Deposit for 2021 will be returned to parents unless they agree to donate it.

#### 3 year old Non Funded program fees have government funding assistance for 2021

##### Fee structure

Hours	Fees Per Term	Fee per year
3 Hr	\$50	\$200
6 Hrs	\$100	\$400
Incursion levy	\$15.00	\$60.00
Maintenance Levy	Payable term 1	\$50.00 term 1 \$50.00 term 3
Enrolment Deposit	To accompany the enrolment form	\$60.00

\* Maintenance Levy is per family not per child.

\* Due to government Covid assistance in 2021, fees for this year have been reduced.

\* Enrolment Deposit for 2021 will be returned to parents unless they agree to donate it.

## FEE SCHEDULE 2022

### 4 year old Funded kindergarten fees

#### Fee structure

Hours	Fee per term	Fee per year
15 Hrs	\$500.00	\$2,000
Incursion levy	\$15.00	\$60.00
Maintenance Levy	Payable term 1	\$50.00 term 1 \$50.00 term 3
Enrolment Deposit	To accompany the enrolment form	\$60.00

\* Maintenance Levy is per family not per child.

### 3 year old Funded kindergarten fees

#### Fee structure

Hours	Fees Per Term	Fee per year
3 Hr	\$125	\$500
6 Hrs	\$250	\$1,000
Incursion levy	\$15.00	\$60.00
Maintenance Levy	Payable term 1	\$50.00 term 1 \$50.00 term 3
Enrolment Deposit	To accompany the enrolment form	\$60.00

\* Maintenance Levy is per family not per child.

#### Payment of fees

Fees are to be paid per term or Instalment by arrangement.

#### Enrolment Application Fee

**3-4 Year Old** – a \$60.00 **non-refundable** enrolment application fee is payable upon lodgement of the enrolment form (refundable in 2021).

**4-5 Year Old** – a \$60.00 **non-refundable** enrolment application fee is payable upon lodgement of the enrolment form (refundable in 2021).

#### Late collection fee

A late collection fee may be applied to all programs, including three-year-old and funded kindergarten programs, when:

The parent/guardian is more than 15 minutes late in collecting their child. The fee will be \$5 for every 10 minutes late, or part there of, from the conclusion of the session.

## **FUNDRAISING POLICY**

To maintain our current standard of Programs Len Jeffrey Memorial Pre School relies upon Funding from the DET, Fees paid by parents and Fundraising. DET funding which supports the 4-5 year old program, does not fund the operation of the 3-4 year old Pre-kinder program, nor does it cover all costs associated with operating a Kindergarten.

### **Fundraising Activities**

We aim to have 4 major Fundraisers are run throughout the year. The timing of these fundraisers is approximately 1 per term, at the discretion of the Fundraising Committee supported by the General Committee.

All fundraisers must have the approval of the General Committee. A schedule of events is to be determined at the start of each year and the General Committee must be kept informed of any changes to this and approve of all events planned.

### **Payment of Fundraising Monies**

All money paid to kinder is to be placed in the locked metal boxes in each room. Direct Deposit or Cheques are the preferred method of payment. If cash payment is made please ensure that the correct amount is in the envelope. A receipt is to be completed for each deposit made and attached to the envelope.

## **GRIEVANCE PROCEDURE**

### **Objective**

The object of the Grievance Procedure is to resolve any disputes under the rules between:

A member and another member (ie. parent, staff and/or committee members) or

A member and the incorporated association (ie. between parents, staff and/or committee members and the Len Jeffrey Memorial Pre-School).

### **Grievance Sub Committee**

A Standing Grievance Committee will be established to investigate and facilitate the resolution of any disputes of the nature described above.

The Grievance Sub Committee shall comprise three (3) persons drawn from the committee of Management of which one will be the President. The Committee may change the composition to the Sub Committee at any time provided the Sub Committee remains constituted by the Committee of Management Members.

The President will be the Grievance Officer. The name and phone number of the President, as well as other committee members, is displayed on a notice board in each room. The role of the Grievance Officer is to receive any grievances submitted to the Committee and to ensure the Procedure described below is carried out.

### **Procedure**

Initial contact should be made with the party concerned. If the issue cannot be immediately resolved a member may initiate a grievance in respect of dispute of a type described above by documenting the grievance in writing and lodging it with the Grievance Officer.

Upon receipt of the grievance, the Grievance officer must call a meeting of the Grievance Sub Committee within 14 days.

Prior to the meeting the Grievance Officer must investigate the grievance including interviewing any person whom may be the subject of the grievance or have some knowledge relevant to it.

The Grievance Sub Committee must offer the member who lodged the grievance and any member who may be the subject of the grievance, an opportunity to be heard and to submit any other matters relevant to it.

The Grievance Sub Committee must decide whether any action under the rules or otherwise should be taken arising from such a grievance and advise the Committee of Management of such.

The Committee of Management at the next scheduled meeting, may confirm, modify or reject the decision of the Grievance Sub Committee. The decision of the Committee of Management will be final.

All parties to the dispute including the member who lodged the grievance must be advised in writing of the Committee of Management's decision.

### **Provision**

This Procedure is not intended to alter a member's rights arising out of any other rules under the Constitution.

## **HOT DRINKS POLICY**

### **General guidelines for the preparation of hot drinks**

Hot drinks are to be prepared in kitchen area.

Hot drinks may be consumed in kitchen and office area according to criteria outlined in these guidelines.

Hot drinks are not to be taken into children's rooms, outdoor areas or any other area accessible to children whilst children are in attendance.

This is a DET mandate. Any drinks consumed in the same room as children put the Kinder in breach of our funding requirements.

## **MAINTENANCE LEVY POLICY**

Len Jeffrey Memorial Preschool has, a "Maintenance Levy. This payment of \$50 in term 1 and \$50 in term 3 will be waived if parents elect to attend at least one working bee or complete other approved assistance at the kinder as determined by the committee of management. The working Bee or assistance must consist of approximately 2 hours of work. The working bees are held each term and are organized by the Maintenance Coordinator.

The levy was implemented to relieve parents of the requirement to attend working bees by making a contribution to the Kinder's operating budget, allowing us to employ contractors to undertake regular and irregular maintenance.

Only one parent from each family is required to attend for 2 hours, however other adult family members and children are encouraged and welcome to attend.

## **MONEY HANDLING PROCEDURE**

### **In relation to all payments made to Len Jeffrey Memorial Pre School.**

Each room is to have a metal lockable tamper resistant box. Keys for boxes are to be held by the Accounts Co-ordinator and the Treasurer. Each box is to be emptied at least weekly, more often if required. Boxes are to be opened in the presence of another Committee Member or Member of Staff.

### **Payment of Money**

#### **Fees**

Direct Deposit is to be encouraged as the preferred method of payment followed by cheque. Direct Deposit details are provided on the fees invoice. Cash will be accepted if no alternative, due to security reasons. Remittance Advice forms are to accompany payment. A receipt book is next to each box. Any payment made to kinder regardless of form must contain a receipt filled out by parents. This receipt will be returned to parents within 7 days of the end of the week payment was made, signed by the person collecting the money. This receipt is to contain the following information:

- Date
- Parent and Childs Name,
- amount and reason of Payment
- Parent Signature.

### **Fundraising Money**

Direct Deposit or Cheques are to be the preferred method of payment. Cash payments must be made by the due date of the fundraiser. Direct Deposits must contain the family name and fundraiser. A receipt book is next to each box. Any payment made to kinder regardless of form must contain a receipt filled out by parents. These receipts will be returned to parents within 7 days of the end of the week payment was made, signed by the person collecting the money. This receipt is to contain the following information:

- Date
- Parent and Childs Name,
- amount and reason of Payment
- Parent Signature.

### **Collection of money by Committee Members**

Boxes are to be emptied at least weekly, more often as required. The key to these boxes are to be held by the Accounts Co-ordinator and the Treasurer only.

Boxes are to be emptied by the Accounts Co-ordinator and Treasurer at the same time. If this is not practical the boxes are to be opened in the presence of another Committee Member or Staff Member.

The person collecting the money must count the money to verify the information on the receipt is correct. Once checked this person is to counter sign the receipt and place receipt back in the child's pocket as within 7 days of the end of the week money paid to kinder. Any discrepancies in amounts are to be reported to the person paying the money immediately and noted on receipt. Money should be double counted by both people emptying the box.

## **Fees**

Money to be taken by the Accounts Co-ordinator for processing. Refer to Fee Payment Procedures. Any discrepancies between amount written on the envelope and that inside are to be taken up with the parent involved immediately.

Money to be given to Treasurer for banking at least weekly.

Money should be ready for banking with a statement of Deposits and Profit and Loss for the period. A second copy of the Deposit and Profit and Loss is to be maintained by the Accounts Co-ordinator for future reference.

Deposit list and Profit and Loss should balance.

Treasurer to count money and bank according to normal banking procedure.

## **Fundraising**

All money to be taken by the treasurer.

Envelopes to be passed onto the relevant fundraising person for reconciliation.

Amounts given to treasurer are to be written on the front of the Fundraising Summary Sheet. These amounts are to balance with money deposited by treasurer.

Any discrepancies between amount written on the envelope and that inside is to be taken up with the parent involved immediately.

At the end of the fundraiser banking deposit books are to be reconciled with the Fundraising Summary Sheet by independent Executive Committee Member.

## **SUN SMART POLICY**

Our Sun Smart Policy has been developed to ensure that all children attending this Centre are protected from skin damage caused by the harmful UV rays of the sun. It is to be implemented throughout the year with particular emphasis on Terms 1 (January to April) and Term 4 (October to December).

As Part of general Sun Smart strategies:

- The centre will require children to wear hats that protect the face, neck and ears whenever they are outside from 1st September to 30<sup>th</sup> April.
- Children who do not have their hats with them will be asked to play in an area protected from the Sun
- Children will be encouraged to use available areas of shade for outdoor play activity
- The management committee will ensure there are sufficient number of shelters and trees providing shade in the centre grounds

Excursions and all other outdoor activities will be scheduled before 11am and after 3 pm daylight saving time whenever possible. The availability of shade will be considered when planning excursions and outdoor activities. Staff and parents will act as role models by:

- Wearing appropriate hats and clothing
- By using SPF15 (or higher) sunscreen for skin protection
- Seeking shade whenever possible

SPF 15 (or higher) broad spectrum, water-resistant sunscreen will be provided for staff and children's use as necessary. Learning about skin and ways to protect skin from the sun will be incorporated into the programmed activities.

The Sun Smart policy will be reinforced in a positive way through parent newsletters, noticeboards and meetings.

Staff and parents will be provided with educational material on sun protection.



## COMMITTEE POSITION DESCRIPTIONS

### EXECUTIVE COMMITTEE ROLES

#### PRESIDENT

The president is the chief spokes person for the preschool and is responsible for the management and operation of the preschool.

##### Duties include:

- Preparation of committee meetings and agendas in conjunction with the executive and teachers
- Chair committee and executive meetings and ensures correct procedures are followed and appropriate records are maintained
- Primary liaison between staff, committee and parents
- Ensure the constitution is followed
- Keep informed of the activities of all committee members and sub-committees
- Act as grievance officer together with executive committee
- Kindergarten Parents Victoria (KPV) representative
- System Administrator for CCS software

#### VICE PRESIDENT

- Accept responsibility for all the duties of the president if absent
- Assist the president in conduct of duties
- PR and publicity responsibilities
- Organising Open Day (with sub committee)
- Updating Incorporation of Association
- Responsible for alternate years inventory listing (stocktake)

#### SECRETARY

- Being a "Responsible Person" as defined by Children Services Act 1998
- Records and distributes all incoming and outgoing correspondence
- Maintains the registration of the preschool with DET and the Office Of Fair Trading in accordance with Amended Association Incorporation Act 1981
- Prepares agendas in conjunction with executive
- Secretary to organise AGM with a sub committee

#### TREASURER

- Is a "Responsible Person" as defined by Children's Services Act 1998
- Financial controller for the preschool
- Prepares annual budget and updates monthly
- Presents monthly and annual statements to the committee, including financial report for fundraising monies.
- Payment of all accounts – with co-signatories
- Maintains appropriate financial records
- Liaise with external book keeper, providing necessary figures and paperwork to prepare and lodge BAS, FIR and annual tax returns.
- Arranges for conduct of independent financial audit
- Works closely with Accounts Co-ordinator to monitor fees received

#### ENROLMENT OFFICER

- Manage the enrolments of children in the preschool
- Maintains group lists for teachers
- Maintains waiting lists and informs parents of vacancies
- Liaise with parents and Accounts Co-ordinator
- Maintains confidentiality of all information supplied by parents
- Submission of enrolment details to Dept Human Services
- Assist teachers to create class rosters at end of year
- Information mail-out prior to commencement of Kinder year
- Utilise CCS software to create and maintain enrolment information
- Update and maintain relevant information, notices, documents and forms in kinder rooms
- Information regarding child's sessions for the following year and relevant information to be compiled and given to each parent at the AGM

#### PAY ROLL OFFICER

- Maintains employment records
- Maintains work cover records
- Draws up staff contracts annually and file appropriately
- Responsibility for finding replacement staff or cancellation of session in consultation with the president

## **GENERAL COMMITTEE ROLES**

### **MINUTE SECRETARY**

- Records the minutes of committee meetings and distributes to committee members within 2 weeks of meetings
- Posts copy of minutes on notice boards for parents and retains file copy

### **FUNDRAISING AND SOCIAL EVENTS COORDINATOR**

- Organises and coordinates all fundraising and social activities with the assistance of the subcommittee

### **MAINTENANCE OFFICER**

- Organises the conduct of emergency and regular maintenance activities for the preschool
- Liaise with the shire council for building maintenance and capital works in consultation with president
- Arrange working bees once per term
- Co-ordinate's maintenance assistant's mowing schedule

### **ACCOUNTS COORDINATOR (Assistant to Treasurer)**

- Responsible for receipts and ensures banking of all monies
- Advise parents when fees are due
- Collects money (including fundraising monies), issues receipts, process applications and deposits fees daily or weekly as appropriate
- Enter payment details into computer and copy to treasurer
- Follow up on non payment of fees
- Maintains confidentiality of all information supplied by parents
- Reports fortnightly to enrolment officer
- Update and maintain relevant information, notices, documents and forms in kinder rooms

### **KINDER CAPERS EDITOR [NEWS LETTER]**

- Collate, edit and publish monthly news letter, Kinder Capers
- Maintains Kinder website

### **POLICY AND PROCEDURES SECRETARY**

- Ensure the policy and procedure manual is maintained and conduct systematic reviews of existing policies to ensure relevance
- Update and maintain relevant information, notices, documents and forms in kinder rooms

### **PURCHASING OFFICER**

- Economical purchase of consumables and other items required as directed by the teachers and committee
- Responsible for petty cash in consultation with treasurer

## **UNIFORM COORDINATOR**

- To promote/display clothing, accept orders, purchase stock and distribute Kinder clothing
- Update and maintain relevant information, notices, documents and forms in kinder rooms

## **NON-VOTING COMMITTEE ROLES**

### **COMMUNIATIONS CO-ORDINATOR**

- Liaise with the President, Secretary, Teachers and Fundraising committee to determine dates for Kinder calendar. These dates will include such things as AGM, Orientation Day, major fund raising nights etc.
- Liaise with other community organisations to ensure that we are not conflicting with any of their proposed activities.
- Maintain and update Kinder calendar
- Maintain and update email addresses for Kinder families
- Receiving notices from teachers and forwarding via email to appropriate kinder families
- Planning the content for Parent Information Night with the Teachers and President
- Sending out invitations for Information Night
- Conducting the Information session with Teacher

### **BOOK CLUB COORDINATOR**

- Responsible for the ordering and distribution of book club orders through Scholastic Books

### **GRANTS CO-ORDINATOR**

- Compile a project/asset wish list with staff and committee.
- Source possible grants and present to executive committee for approval
- Understand and complete all stages of grant application including
  - attending necessary grant information sessions
  - sourcing quotes, referrals, support and any relevant documents and photos
  - fulfil any responsibilities in accordance with acceptance of grants.
- Report to committee regularly through the application process and seek committee approval for all applications, acceptance criteria and kinder commitments at committee meetings.