

Latrobe City Council Kindergarten Handbook

Further information:

Family Services

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www.latrobe.vic.gov.au/Kindergarten



Kindergarten Parent Handbook



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Mission Statement

Children are our primary focus, they are valued and supported to grow and develop in a safe and enriching environment.

Guiding Principles

1. Children will be central to everything we do
2. We will partner with children, families and support services to support children's learning and development
3. We will engage with local communities to promote a safe community for all children and families

Welcome

This handbook contains important information about the Kindergarten year and we ask parents to keep this booklet for reference throughout the year.

Because you and your family are the most important people in your child's life, we encourage you to become actively involved in their Kindergarten. We are looking forward to working with both you and your child to make this year a thoroughly happy and enjoyable year.

Our Kindergarten program is delivered by a team of professional early childhood teachers, is flexible and designed to cater for individual abilities and interests.

Term dates

Please click on the link below for Victorian Kindergarten term dates.

<http://www.education.vic.gov.au/about/departments/pages/datesterm.aspx?Redirect=1>

Public holidays

Please click on the link below for Victorian public holidays.

<https://www.business.vic.gov.au/victorian-public-holidays-and-daylight-saving/victorian-public-holidays-2020>

Session times

Session times are determined each year based on enrolment numbers at each service. Session times will vary, most sessions will be either 5, 6 or 7.5 hours each. When you receive an offer the session days and times will be listed.

Fees

Kindergarten fees for the year will be published on the Latrobe City Council website once fees and charges for the financial year have been adopted by Council. You can choose to pay in full or in four instalments or by Direct Debit. If you hold a current HCC, PC or DVA Card, or identify as Aboriginal/Torres Strait Islander no fees are applicable. These cards must be current for the whole Kindergarten year to get the subsidy. A non-refundable Administration Fee will be charged with term fees (not applicable to holders of a current Health Care Card



(HCC)/Pension Card (PC)/Department of Veteran Affairs Card (DVA) at time enrolment form submitted).

Please note the healthcare/pension card needs to be current for the whole Kindergarten year. If it expires during the year please contact Family Services with a new expiry date to ensure you are not invoiced for the term.

If you feel you may have a problem with payment of fees, please contact Latrobe City Council on 1300 367 700 as soon as possible and we can help you with a payment scheme.

Concerns and complaints

We aim to offer your child the best possible Kindergarten experience, which can only be achieved in partnership with you.

If you have a concern or complaint about any aspect of the care, program or facilities at the centre, please make a time to speak with your early childhood teacher.

If you are still concerned after speaking with the early childhood teacher, please contact the Team Leader Early Learning and Care at Latrobe City on 1300 367 700.

The Team Leader's role is to help resolve any issues that may arise. If the issue at the centre is serious, where it may affect the health and safety of the children at the centre, the Council is required to inform the Department of Education and Training (DET).

For more information, read the Latrobe City Complaints Procedure available at your Kindergarten centre.

Getting involved

Working With Children Check

Latrobe City Council has a zero tolerance to any form of child abuse and is committed to the safety, wellbeing and empowerment of children. The Working with Children Check aims to protect children from sexual or physical harm by checking a person's criminal history for neglect and abuse, serious sexual, serious violence and serious drug offences and findings.

All volunteers (parents/guardians/carers ect) who wish to participate in the Kindergarten services will be required to have a volunteer working with children check.

To apply for a Check, you must:

Fill in the application form and verify your identity online

<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>

Check your inbox for an email from workingwithchildren@smarteform.com.au with instructions on how to finalise your application at Australia Post.

Attend your local post office to have your photo taken (at no charge to you)

Once completed provide your WWCC number and expiry date to Kindergarten Service.

We are more than happy to provide assistance in obtaining a WWCC please contact us if you require any support.

Here are some of the ways in which you might be able to help at your child's Kindergarten .



Parent/Carer Help Roster

Each session, you can volunteer for supervising activities, preparing drink and fruit, washing and drying dishes etc.

Children love to have someone special at Kindergarten, so help is not limited to parents. Grandparents or other special people can help too. If you need to bring a younger sibling/child, that's fine, but please remember they are your responsibility.

You may also be asked to wash items such as smocks, hand towels and tea towels throughout the year.

Parent Committee

The parent committee meets monthly and organises activities, fundraising and helps Kindergarten staff with administrative and programming functions. Being involved with a committee can be a great way to meet friends, enjoy community volunteering and learn more about Kindergarten education.

Excursions

On excursions or other special occasions, we are always looking for your help. You provide knowledge to a small group of children, ensure they behave well and generally make the experience safer and more valuable for all.

Read our Excursions and Routine Outings Procedure, available at your child's Kindergarten centre.

Starting Kindergarten

What to expect in the first days/weeks

We want your child to feel secure so he/she enjoys their initial Kindergarten experience. To help in these early days, please discuss your child's needs with the early childhood teacher. These first weeks are an opportunity for the early childhood staff to learn about your child, and for the child to learn about the early childhood staff, the routine and the other children.

It's also important to be prompt to arrive on time to collect your child. A few minutes can be "forever" in the mind of the child.

It is normal for the novelty of Kindergarten to wear off after a month or so. Be prepared for an adverse reaction, perhaps some tears or your child protesting about going to Kindergarten. Here are some ideas to help you and your child cope:

- Make sure your child understands they must attend Kindergarten, just like older children go to school and parents go to work.
- Allowing them to stay at home sometimes causes confusion in the long run.
- Read our Making Kindergarten Happy leaflet to help your child settle in and to understand how parents and staff work together to get the best experience for your child.
- If you are experiencing difficulties with separation from your child, please talk to the early childhood teacher.

Please remember that you are very welcome to visit us at any time and join in with the children in their activities. If you have some special talent, or treasure you would like to share with us, please let us know, as we view parent involvement as a high priority and an essential part of a quality program.



What to bring

Please make sure that all your child's personal items, are clearly labelled with your child's name.

- **Our Kindergartens are Sunsmart* so you must provide a sun hat (wide brim or legionnaire-style)** for outdoor play. Without a hat, children will have to remain in shaded areas.
- The recommended sunscreen is SPF 30+ and should be applied to all children before attending our centres. Sunscreen will also be available for staff and children's use at each centre.

*Please read *Sun Protection Procedure*, available at your Kindergarten centre.

- **A large bag** for artwork, parent notices and other items.
- **A change of clothes** (including underwear) every day. Even though your child may be fully toilet trained, sometimes other types of accidents happen.
- **A snack/lunch**, children will require a healthy snack and/or lunch (this will depend on session times). You can read more about healthy choices in the *Better Health Channel* leaflet enclosed.
- **Drink bottle** – Please bring along a labelled drink bottle for water only.
- **Clothing** should be comfortable with fastenings the children can manage themselves.
- We will provide smocks for art and other messy activities but we suggest your child wears easily laundered clothes.,
- Pack a coat for colder or wet weather
- **No** thongs, clogs, long skirts or dresses or slippery-soled shoes, as these are dangerous for outside activities.

Delivery and collection of children

To keep your child, and others, safe, please remember these regulations:

- Please take your child directly into the building. Children must **not** be left at the gate or outside the building.
- Shut the gate securely when entering and leaving the Kindergarten.
- Make sure no child leaves the grounds without an adult.
- Ensure you sign the attendance book on arrival and at the end of the session.
- Please collect your child promptly at the end of each session. If you are going to be late, please let us know so that we can reassure your child.
- Inform your early childhood teacher or other team member if someone else is collecting your child.
- If you do not collect your child at the end of the session, Kindergarten staff will:
 - attempt to contact the guardians,
 - attempt to contact authorised persons,
 - have two adults in attendance until the child is collected,
 - After 30 minutes, of the end of session, arrangements will be made for the care of your child as per the *Late or Non Collection of Children Procedure*. You can read a copy of the procedure at your Kindergarten centre.



Toys

Children often like to bring something from home to show. We encourage them to bring books or photos but to leave their special toys at home as it often leads to disappointment if they get broken or lost.

If a child brings a toy we will encourage them to leave it on the shelf or in their bag during the session, where other children can't touch it.

Communication

Throughout the year, we will distribute a newsletter to keep you informed about the Kindergarten program, excursions, special visitors to Kindergarten, fundraising activities etc.

If you have provided your email address, you will receive newsletters and other correspondence via email.

Your child's health

Regular attendance at Kindergarten helps to set good habits for school next year. However, home is the place for a sick child. In cases of prolonged sickness or other absences, please let your early childhood teacher know.

If your child becomes ill or unwell at Kindergarten, we will contact you or your nominated emergency contact to have the child collected.

We will make sure your child is comfortable and remains under close observation at all times. Please read our Illness Management Procedure, available at your Kindergarten centre.

Infections and communicable diseases

Children who have an infectious disease are not allowed to attend Kindergarten in accordance with DET Regulations. Please refer to the enclosed *Schedule on Infectious Disease* to find out how long your child should be excluded.

Please read our *Infections & Communicable Diseases Procedure*, available at your Kindergarten centre.

Accidents and incidents

If there is a serious accident involving your child while they are attending Kindergarten, you will be informed immediately by phone and if necessary, we will call an ambulance.

If, for any reason, we are unable to contact you, we will contact the emergency contact that you have provided.

Please read our Incident, injury, trauma and illness procedure, available at your Kindergarten centre.

Medications

Our Kindergarten staff are required by law to record all medication administered to children. For safety reasons, all medications must be given to staff. Staff must sign the Medication Record Book giving full details of medication, when administered and the person who checked the dose. The parent signs this to give permission for medication to be administered. All medication must be left in the original container and labelled.

Administration and Storage Procedure is available at the centre for parents to read.



Smoking

Latrobe City Council has adopted a smoke free workplace. Smoking is banned from all Council buildings including offices, depots, kindergartens, maternal and child health centres, early learning centres, libraries, recreation centres, and other workplaces throughout the municipality.

Emergency evacuation

Written emergency evacuation procedures will be on display at all times. Please familiarise yourself with these, as you may be the one involved in helping to implement it at any time.

We practise our emergency evacuations at each Kindergarten centre, each term. We will let you know about the practice session before it occurs.

In the event of an emergency, the person-in-charge will ensure all children leave the building to congregate in the designated area.

After accounting for each child, the person-in-charge will take immediate steps to notify the appropriate emergency department.

For more information please speak to your child's early childhood teacher.



Appendix 1 - Kindergarten readiness

Children are eligible to attend Kindergarten if they are turning 4 years old by 30 April in the year they are enrolled. Some parents choose to wait an extra year especially if they have some concerns about whether their child is socially or emotionally ready to attend.

The conversation about if your child is ready for Kindergarten needs to take place before the child begins their funded Kindergarten year.

Children who are withdrawn from a Kindergarten program once they commence will not be eligible for a second year of funded Kindergarten anywhere in Victoria. Only children who meet the eligibility criteria and are deemed to have a developmental delay in at least two areas will be able to attend a second year.

As each child is only eligible for one year of funded Kindergarten it's extremely important to consider whether your child is ready for Kindergarten. Your local Maternal and Child Health Nurse and Kindergarten staff will be able to answer any questions you may have.

Developmental considerations in relation to Kindergarten readiness

As children begin Kindergarten, they are usually beginning to:

- Separate comfortably from parents
- Play cooperatively with others
- Learn about self-control
- Show awareness of waiting, sharing and talking turns
- Respond appropriately to rules, routines and limit setting
- Develop independence in dressing and toileting
- Take responsibility for own belongings
- Show evidence of making own choices and decisions
- Increase their confidence to move between play spaces
- Interact in different social settings

If you are unsure or have any questions please contact our Family Services Team on 1300 367 700.

Appendix 2 - Parent education and occupation details

Why am I being asked for this information?

School readiness funding will provide kindergartens with additional support for children, based on the needs of the children enrolled. In order to better understand what these needs are, the Department of Education and Training is requesting information on the level of education and occupation of parents/guardians during the Kindergarten enrolment process. This will help guide the allocation of school readiness funds. This is the same information collected and the same approach that is used to allocate needs based funding across government schools. More information is available at www.education.vic.gov.au/ecreform



Appendix 3 - Making Kindergarten happy

How parents/carers can help:

- Tell the early childhood teachers anything that has happened since the previous session that may upset or excite your child.
- Ask your child if they have had a happy day, instead of asking them if they have been good.
- Don't expect a detailed account of your child's activities. If you ask what they did they will probably say "nothing"! This is normal, but if you are concerned that this is true, please talk to the early childhood teacher.
- Be willing and cheerful about visiting days to the Kindergarten . When leaving your child at the centre, say goodbye to the early childhood teacher (so we know to maintain close contact with your child), and tell your child that, "I am going now but will be back in a little while". Please never slip out without saying goodbye to your child as this can cause quite a lot of stress for the child.
- Try to stay a little while in the morning with your child, so that they become settled in an activity.
- Please do not use early childhood teachers at the centre as a threat with your child, for example, please try not to say "your teacher wouldn't let you do that".

The Kindergarten team helps by:

- Being friendly, but they will not expect a quick response from a child.
- Explaining limitations to the children, and remind them if they forget, without being cross or impatient.
- Showing materials, and suggest activities to the child, but will not force him/her.
- Helping the child when he/she gets into difficulties, but will encourage independence so that he/she will have the satisfaction of overcoming the difficulties unaided if capable of doing so.
- Providing interesting activities for the children to do either individually or as a group.
- Explaining the behaviour of other children, so that the child will feel confident and secure in their company.
- Recognising that strong feelings are natural in a frustrated child.
- Accepting them without anger, and try to divert his/her anger into channels that will not hurt the child or others.

Eating tips for Kindergarteners

Summary

- Children are able to decide how much food they need for activity and growth if allowed to eat according to their appetite.
 - Strict or low-fat diets are not recommended because children's energy and nutrient needs are high.
 - High energy treats are best kept for special occasions and are not recommended for lunch boxes.
 - Reduce screen time and encourage active play.
-

Once children start kindergarten or school, life takes on a new routine. A regular intake of food is needed throughout the day to keep children active and help their concentration while learning. Some children in this age group are still fussy, so offer a wide variety of foods and regular meals and snacks, and allow the child to eat according to their appetite without force or arguments.

Allow your child to eat according to their appetite

Children are able to decide how much food they need for activity and growth if allowed to eat according to their appetite. Forcing children to 'clean the plate' or giving sweets as rewards may lead to problems of overeating later in life.

Allow your child to decide how much food is enough. This shouldn't cause problems for most children if a variety of healthy foods are consistently offered. Offer a small serve first and give your child more if they are hungry. Meal sizes will vary, as the amount of food a child needs depends on what else has been eaten during the day.

Meals for kindergarten

Children continue to learn new skills and ideas about food when eating outside the home. They can be involved in preparing their lunch box and helping their carers make healthy lunches. Preparing meals together is a great opportunity to give children positive messages about nutrition, such as 'milk makes your bones strong' or 'bread gives you energy to play'. Suggestions for lunches include:

- Mixed sandwich, fresh fruit and a tub of yogurt
- Lean meat and salad in pita bread, with dried fruit and a carton of plain milk
- Dairy foods and drinks can be frozen in hot weather and taken to kindergarten.

Healthy snack suggestions

Snacks are an important part of a child's food intake for energy and nutrients. What children eat is more important than when they eat. Children who snack on lollies and chips may not get all the nutrients needed for good health. Healthy snack suggestions include:

- Fresh and dried fruits, or fruit packed in natural juice
- Yogurt or cheese
- Fruit bread, bun or muffins
- Bread, rice cakes or crackers with spread
- Vegetable pieces and dip.

Treats are best kept for special occasions

By this age, children can eat independently and enjoy the social aspects of eating. Having friends means eating out of home more. There may be an occasional meal at a fast food restaurant. They may go to a party with lots of sugary and fatty snacks. These things will do no harm as long as good nutrition is continued on most days. Food is an important part of special occasions for everyone and should be enjoyed. However, high energy treats are best

kept for special occasions and are not recommended for lunch boxes.

Strict diets aren't recommended

Children grow at a steady rate during the kindergarten and early school years. Strict or low-fat diets are not recommended because children's energy and nutrient needs are high. If you're concerned about excessive weight gain, a good approach is to:

- Consult with your doctor.
- Develop healthy eating habits for the whole family.
- Encourage regular physical activities for everyone.
- Limit the time spent watching television.

Encourage physical activity

Children should be encouraged to be physically active from a young age. Physical activity helps children feel good and promotes a healthy appetite. For this age group, three hours per day of active play spread out over the day is recommended and only one hour or less of television or DVD watching. While formal sports aren't necessary for fitness, children can benefit from your encouragement and guidance. Suggestions include:

- Watch less television.
- Play games in the back garden or a local park.
- Go for a walk to the park or playground.
- Teach your child to swim.
- Participate in kindergarten and school activities.
- Be involved in regular, fun activities with your children.

Healthy drinks

Active children need plenty of fluids. Around three glasses of milk a day provides enough calcium for bone development; water should be encouraged at other times. Sweet drinks such as juice, soft drink or cordial are unnecessary in a child's diet. Low-fat milk can be combined with fresh fruits for a smoothie as a great afternoon snack.

Food tips for growing children

General suggestions include:

- Offer a variety of foods every day.
- Encourage healthy eating for everyone in the family.
- Let your child decide if they are full or hungry.
- Offer healthy snacks between meals.
- Involve children in meal preparation.
- Encourage water rather than sweet drinks.
- Enjoy family mealtimes and activities together.

Where to get help

- Your doctor
- Dietitians Association of Australia Tel. 1800 812 942
- Maternal and child health nurse
- Maternal and Child Health Line (24 hours) Tel. 132 229
- Parentline (24 hours) Tel. 132 289

Things to remember

- Children are able to decide how much food they need for activity and growth if allowed to eat according to their appetite.
- Strict or low-fat diets are not recommended because children's energy and nutrient needs are high.

- High energy treats are best kept for special occasions and are not recommended for lunch boxes.
- Reduce screen time and encourage active play.

This page has been produced in consultation with and approved by:

Maternal and Child Health

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For the latest updates and more information, visit www.betterhealth.vic.gov.au

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

Schedule 7

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

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

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

Statutory rule

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

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

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

Further information

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

| | |
|-----------------------------|--|
| Document Name | Medical Conditions Policy |
| Version Number | Version 4 |
| Approved by | Manager Child & Family Services |
| Effective Date | 18 August 2014 |
| Date of Last Review | June 2015 |
| Superseded Documents | Dealing with Medical Conditions Version 2 and 3 |
| Document Number | Medical conditions Policy 2014 PRO 2 |
| Responsible Area | Early Learning and Care |
| Associated Documents | <ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2012 • National Quality Standard: 2.1.1, 2.1.4, 2.3.2 • Anaphylaxis Management Policy • Asthma Management Policy • Diabetes Management Policy • Medication Administration & Storage Procedure • Risk Minimisation Plan |

1. Purpose & Scope

The purpose of this policy is to ensure the effective management of children's medical conditions while attending Early Learning & Care Services.

This procedure applies to all Latrobe City Council Early Learning & Care employees and educators within Latrobe City Council services and parents/guardians using the services, it must be observed by all without exception.

2. Definitions

| | |
|-------------------|---|
| Services | Latrobe City Council managed Early Learning Centres, Kindergartens, Family Day Care and Vacation Care services. |
| Employees | refers to Latrobe City Early Learning and Care employees |
| Educators | refers to all Educators licenced with Latrobe City's Family Day Care scheme. |
| ACECQA | Australian Children's Education and Care Quality Authority |
| Medication | refers to all prescription and non-prescription medication |

Medical Conditions includes asthma, diabetes and a diagnosis that a child is at risk of anaphylaxis.

3. Procedure

- A copy of this policy is to be made available to all families at the time of enrolment via our parent handbook.
- All employees and educators will hold current first aid, anaphylaxis and asthma training that has been approved by ACECQA.
- The service will ensure that all employees, educators, students and volunteers working at the service are aware of the managing medical conditions procedure.
- Upon enrolment all parent/guardians will be made aware of the requirement to provide the service with a medical management plan, which has been prepared by the child's doctor, for a child that has a specific health care need, allergy or relevant medical condition, including diabetes and asthma.
- In the event of an incident relating to the child's specific health care need, all employees and educators will follow the medical management plan developed for that child.
- Employees and educators in consultation with the parent/guardians of a child with a specific health care need will develop a risk minimisation plan to ensure that the risks relating to the child's specific health care need are assessed and minimised.
- All relevant practices and procedures will be assessed during the development of the risk minimisation plan.
- All medical management plans and risk minimisation plans will be available at the service and communicated with all staff.
- During staff orientation all employees at the service will be made aware of our practices and procedures in relation to the management of medical conditions at the service. Educators will be made aware during the Family Day Care Induction.
- In the case where a child's medical management plan indicates the child requires medication, parent/guardians are to ensure that the service is provided with their child's medication every day that they attend. A child with a medical condition requiring medication should not attend the service unless their medication has been provided.
- Parents/guardians are required to communicate any changes to the medical management plan and risk minimisation plan for the child, by speaking with the child's primary care provider/educator.

- Asthma, Anaphylaxis and Diabetes management policies are to be referred to where applicable.

4. Review

This procedure will be reviewed regularly by the Child and Family Services leadership team or when any changes to the procedure occur. Any changes will be recorded as a new version and Manager Child and Family Services approval will be required.



Appendix 7 - Kindergarten contacts

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|---------------------------------|-----------|
| Traralgon Early Learning Centre | 5176 3360 |
| Kay Street Preschool | 5176 3348 |
| Cameron Street Preschool | 5176 3349 |
| Park Lane Preschool | 5176 3345 |
| Pax Hill Preschool | 5176 3346 |
| Cumberland Park Preschool | 5176 3347 |
| Sara Court Preschool | 5176 3350 |
| Moe Early Learning Centre | 5135 8550 |
| Murray Road Preschool | 5135 8504 |
| East Newborough Preschool | 5135 8562 |
| Moe Heights Preschool | 5135 8561 |
| Moore Street Preschool | 5135 8558 |
| Yallourn North Preschool | 5135 8514 |
| Tyers Preschool | 5176 3336 |
| Glengarry Preschool | 5176 3316 |
| Carinya Early Learning Centre | 5128 5722 |
| Maryvale Crescent Preschool | 5128 6540 |
| Parklands Preschool | 5128 6560 |
| Elizabeth Wilmot Preschool | 5128 6561 |
| Churchill Preschool | 5120 3844 |
| Yinnar Preschool | 5120 3852 |
| Boolarra Preschool | 5120 3854 |
| Traralgon South Preschool | 5176 3317 |
| Glendonald Park Preschool | 5120 3855 |