

MIRANDA KINDERGARTEN



FAMILY INFORMATION HANDBOOK



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INTRODUCTION

KINDERGARTEN AND YOUR CHILD

A child's early years determine much of his or her future development. Extensive educational research and experience have confirmed that the first five years in the life of a child are important for strengthening cognitive, social and emotional Development of young children. Experiences in the formative years of a child's life have long lasting effects.

Preschool education promotes growth and development of young children during this important period. It aims to help each child to achieve his or her potential by involving each child in creative experiences, pre-literacy and numeracy activities and in the development of physical skills.

INDEPENDENT, CREATIVE & RESILIENT

Miranda Kindergarten aims to help your child to learn to become independent, creative, resilient, and an enthusiastic learner. Kindy will become and enjoyable part of your child's life and prepare him or her for the transition to Primary School.



KINDERGARTEN AND THE PARENT

Miranda Kindergarten has been established by the parents of children in the local area as a not for profit community preschool kindergarten run by an Association of which all parents of attending children become members. Our preschool is funded by the Department of Education and is administered by parents of children who have been or are attending the Kindergarten and is staffed by qualified preschool teachers and child care workers.

The Management Committee is elected in accordance with the rules of the Incorporated Association Act and is the Approved Provider of Miranda Kindergarten Association Incorporated. The committee is elected annually in March and meets monthly to make necessary decisions regarding the management of the preschool. Parents of every child enrolled are encouraged to participate in all the activities of the Kindergarten. Your interest and co-operation will be of benefit to your child and is necessary for the welfare and continued success of the Kindergarten.

OUR HISTORY

The original Miranda Kindergarten, known as Miranda Nursery was built in the early 1950s on Karimbla Rd. A group of parents acquired a small piece of land previously used as a market garden from Council, the area was still quite rural. The original building was a single weatherboard hall. In the 1970s a capital grant was used to extend and modernise the building now known as Miranda Kindergarten.

In May 1986 a fire razed the building to the ground and the loss was total but fortunately no one was injured. The kindergarten was relocated temporarily to halls and a vacant school while a beautiful purpose built centre was developed with the full support of Sutherland Shire Council on the Boulevarde in Miranda Park.

The real strength of Miranda Kindergarten is the continuing care and dedication of staff, management committees and parents combining their talents to provide a loving and educational environment where children are truly valued and appreciated.

OUR VISION

MIRANDA
KINDERGARTEN AIMS
TO PROVIDE A
BEAUTIFUL, SAFE
ENVIRONMENT WHERE
CHILDREN ARE VALUED
AND ENCOURAGED TO
ENGAGE IN QUALITY
LEARNING
EXPERIENCES AND
HAVE THEIR LIVES
ENRICHED THROUGH
NURTURING
RELATIONSHIPS

**OUR MISSION: WE STRIVE TO DEVELOP,
RESOURCE AND MANAGE A HIGH QUALITY
EDUCATIONAL CHILDREN'S SERVICE**

OUR VALUES



CHILDHOOD

We rejoice in the special time of early childhood development and recognize that it provides children with endless opportunities to explore, imagine, play and discover their world.



CONTINUOUS LEARNING

We view life as a continuous learning experience.



RESPECT

We realise that to have a safe, secure and sustainable future we need to respect all people, place and things.



EQUITY, INCLUSION AND DIVERSITY

We recognize that everyone has their own culture, beliefs, values and strengths that contribute to our diverse community.

PHILOSOPHY

We acknowledge that children belong first to a family and we respect the diverse cultures and uniqueness of each child.

We acknowledge the importance of children, parents, educators and other professionals as partners in a learning community.

We believe that children need a strong sense of wellbeing for good physical health, feelings of happiness and a positive sense of self.

We believe children realise their potential through opportunities to:

- Imagine and create
- Master skills
- Have meaningful experiences
- Express thoughts and ideas
- Solve problems
- Engage in reflective thinking
- Explore diverse ways of knowing, thinking and learning
- Engage with peers

We believe the role of the educators is to provide a stimulating and responsive environment where positive reinforcement and encouragement make learning possible.

We encourage children and educators to use sustainable practices in their daily routines.

Our educators value continued professional learning and reflective practice.



OPERATING WEEKS + HOURS



Miranda Kindergarten's hours of operation are from 8-4pm during school terms as by the NSW Public Schools. Families will be provided with a calendar which includes school holidays and special event days.

STAFF



Each class of 20 children is staffed with a tertiary educated teacher and two qualified educators. We also have additional staff to ensure a smooth running and high quality program is provided for all children.

POLICIES



Our policies provide the framework and clear direction for procedures and practices that are consistent with current legislative requirements and professional knowledge. Policies and procedures guide the educators to ensure consistency in service, day to day operation and information provided to families. Policies are written by the Management Committee in collaboration with staff and families. The Policy Manual is located in the foyer and via email on request.



NATIONAL QUALITY FRAMEWORK

We operate in accordance with the National Quality Framework (NQF). The NQF aims to raise quality and drive continuous improvement and consistency in education and care services through:

- National legislation framework
- National Quality Standard
- National quality rating and assessment process
- Australian Children's Education and Care Quality Authority (ACECQA)

The National Quality Standard (NQS) consists of seven key quality areas for the operation and delivery of educational and care services. Centres are assessed and rated against the NQS. This process is promotes transparency and accountability and helps parents assess the quality of education and care services available.

Miranda Kindergarten was assessed in March 2014 and received an overall rating of Exceeding National Quality Standard. For more information visit www.acecqa.gov.au



EDUCATIONAL PROGRAM

The Early Years Learning Framework (EYLF) guides our teachers and educators in developing the educational program. The EYLF is a national curriculum for early childhood education. Its emphasis is on the child and family 'Belonging, Being & Becoming'. The Framework draws on international evidence that early childhood is a vital period in children's learning and development.

Our preschool aims to provide a program which encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate experiences and provisions and to pursue their own interests in the context of our community. A high quality early childhood education program provides a safe and nurturing environment that meets the physical, social, emotional and cognitive needs of the children and their interests in a play based learning environment. For more information visit <https://www.education.gov.au/early-years-learning-framework-0>



ADMINISTRATION OF MIRANDA KINDERGARTEN

Miranda Kindergarten is not for profit community based preschool which is administered by a Committee elected from members of the Association. The Committee is responsible for governance of the Kindergarten including the control of its finances, the employment of staff, the purchase of equipment and its maintenance, as well as ensuring that the operation of the Kindergarten complies with the requirements of the Department of Education and the Education and Care Services National Regulations and Law.

Miranda Kindergarten is on community land and is leased from the Sutherland Shire Council for a nominal sum annually.

Daily fees contribute towards the financing of the Kindergarten along with funding received from the Department of Education and Communities cover the direct operating costs of the kindergarten, such as staff wages, cleaning, insurance and teaching resources.

Fees are payable in advance by the term or half term. A schedule of when fees are due will be provided for you, please note that fees must be paid for any absences.

Fees may be paid by Internet Transfer to:

BSB 032 250 // Account No 631 899 // Please use your child name as the reference

If paying by cash or cheque please see the Administration Manager in the office.

Parents are encouraged to join the Social Committee to organise fun and fundraising events to purchase additional resources for the preschool.

Miranda Kindergarten is funded and monitored by:

Early Education and Care Directorate

Phone: 1800 610113

Email: ececd@det.nsw.edu.au

Postal Address:

Information and Enquires

Early Childhood Education and Care Directorate

NSW Department of education and Communities

Locked Bag 5107, PARRAMATTA NSW 2124

WHAT TO SEND ON THE FIRST DAY



BAG

Please choose one medium size kindergarten bag for your child.



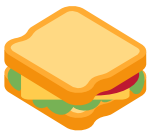
WATER BOTTLE

Clearly labelled with your child's name, which will be placed in the classroom.



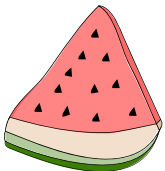
MORNING TEA

Please send a nutritious snack or fruit, pack separately from lunch, and label with your child's name.



LUNCH

Young children need a wholesome and nutritious packed lunch to satisfy their appetite. Please send a lunch box packed with sandwiches or salad with extras such as cheese, fruit, yoghurt etc. Please do not send lollies, sweets, sweet biscuits, cakes, chips, fairy bread, or juice. Remember to label all lunch boxes and place in the fridge.



AFTERNOON TEA

Please send a nutritious snack or fruit, pack separately from lunch, and label.



CLOTHING

So that your child can feel free to join in all activities, especially messy ones, please dress him/her in casual clothes. Also, please leave a spare set of clothes in their bag. Footwear should be secure on your child's feet so as not to pose a danger when climbing and playing outdoors. Thongs are not appropriate for preschool



ROLL ON SUNSCREEN

We have sunscreen available for you to apply to your child in the morning and encourage the children to reapply using their own roll on sunscreen



YOUR CHILD'S FIRST DAY

A new situation can be a little overwhelming for your child. He/she will settle into preschool more easily if you stay for a short time and encourage your child to be involved in an activity. It is important for your child to attend our orientation visits to help them become familiar with preschool.

You can help develop your child's independent skills by encouraging them to place their bag on their hook, their lunch containers in the fridge and water bottle on the trolley. We also develop social skills by encouraging children to greet their teachers and friends in the morning.



ARRIVING + DEPARTING

Please remember to sign your child in and out in the sign on sheets, this is a requirement of our regulations. When you collect your child in the afternoon we like to say goodbye to you both, this gives us the opportunity to tell you about your child's day.

When leaving the preschool please remember to check the communication pocket for any information and take lunch boxes and water bottles for cleaning. Children's artwork is stored in a file for you to collect. You will be given a display folder to store favourite art works, photos or program documents.

Children may arrive anytime after 8am and must be collected by 4pm. You will be given a door code to access the preschool during our open hours.



HEALTH

If your child is sick he/she should stay at home until better. This is important as at preschool children are in very close contact with each other and illnesses can spread quickly. If your child is diagnosed with an infectious illness please advise the Director/Nominated Supervisor as soon as possible

If your child requires medicine while at preschool you will be required to complete a medication form and all medicine needs to be provided in original packaging and labeling.

If your child has allergies/anaphylaxis or asthma a Medical Action Plan must be provided and medication for these conditions must remain at preschool.

If your child is suspected of having an infectious illness or shows symptoms such as lethargy, high temperature, vomiting, skin rash, difficulty breathing or diarrhea the Director/Nominated Supervisor will contact you to collect your child as soon as practicable.

Upon signing the enrolment form you will consent that the event of an emergency, illness or accident concerning my child and the teacher being unable to contact you or other persons so authorised by you, Miranda Kindergarten will seek on your behalf medical, dental, hospital and ambulance attention for my child.

LATE PICK UP



Parents must also remember that our operating hours are from 8am to 4pm. In the event of the child being left at the centre after 4pm the staff will attempt to contact parents then emergency contacts listed.

If a parent is late a cost of \$20.00 per quarter hour or part thereof will be payable to the kindergarten.

OUR WAITING LIST



All waiting list enquires are handled by the Director. Wait list forms are available in the foyer or website www.mirandakindergarten.com.au Wait list tours are conducted from 9.30-10am weekdays or by appointment. Enrolment is not guaranteed until families are notified of acceptance. The enrolment process is usually completed in July/August for the following year.

Priority of Access for enrolment

Priority of access must be given to children in keeping with the guidelines of the Department of Education & Communities.

Priority of access in no particular order is given to children who:

- Children who are at risk of harm;
- Children in their year before school, with highest priority given to children closest to school entry (NB: Children will generally be aged more than 3½ and less than 6 years);
- Children from low income families (ie. those with Family Health Care Cards);
- Aboriginal and Torres Strait Islander children;
- Children from culturally and linguistically diverse backgrounds**
- Children with disabilities.

**Definition: Children with Culturally and Linguistically Diverse background are defined as those children who were born overseas in a country where English is not the dominant language or culture, or have one or both parents born in such a country, or are being raised in a home environment where English is not the dominant language or culture.

CHILD CARE SUBSIDY

Miranda Kindergarten is a registered centre and therefore our families cannot claim Child Care Subsidy CCS. CCS is for federally funded services including long day care, out of school hours care and vacation care.

ABN: 73 220 344 884

Service CRN: 281 609 990C

For information about Child Care Subsidy go to www.humanservices.gov.au

Or call Centrelink on 13 24 68



AFFORDABILITY ASSISTANCE

You may be eligible for fee reduction if your family income is low and you hold a Family Health Care Card or Pension Card.

To claim a fee reduction you will be required to provide a Family Health Care Card..

If you child is an Aboriginal or Torres Strait Islander you are also eligible for fee reduction.

Fee reduction may also be available for children with an NDIS number.

Please ensure these details are included on your child's enrolment form and discuss with the Director if you have any questions.





**TERMS OF
ENROLMENT**

TERMS OF ENROLMENT

You are applying to enrol your child at Miranda Kindergarten (referred to as MK throughout this document). The following information will assist you to become familiar with the terms under which MK provides service to families at our centre. It is important that you enrol your child in the full knowledge of what each of our responsibilities are to avoid misunderstandings and to ensure that your child receives the best possible education in a safe and caring environment.

These Terms of Enrolment of Children ("Standard Terms"), together with Enrolment Form which you will complete, will govern the relationship between you and MK and MK will provide services to your child at MK through the Director in accordance with these Terms.

Please ask the Director for specific information about the preschool and the qualifications and experience of staff.

These Standard Terms are to be read by you before your child's enrolment is completed as you are required to sign on the Enrolment Form that you have read and understood these Terms.

If you need help to understand these Terms please ask the Director for assistance or contact the Translating and Interpreting Service on 131 450.

The word "child" used throughout should be substituted for children if applicable.





FINANCIAL TERMS

Parents are required to pay fees in advance

You agree to pay, before your child starts at the centre:

- A bond to be held and used for the last fee payment of your child's year. The bond is not refundable if you withdrawal you child without required notice.

You also agree to:

- Pay any late fees (if applicable) as required by the Director if your child is not collected from the centre on time (see Late Fees Policy);
- Keep your child's fees paid in advance at all times. The centre Director will give you at least two weeks' written notice of any changes to the way in which fees are to be paid.

If you fall behind with this, you need to discuss this urgently with the Director or your child may lose his/her place;

- Pay fees for all booked days, including when your child is on holiday or away ill during their agreed days of enrolment at the centre;
- Give the centre the following notice in writing if your decide to withdraw your child:
 - 2 weeks notice in Terms 1, 2 and 3
 - 4 weeks notice in Term 4.

INSURANCE

You acknowledge that you are aware that MK does not insure children at the centre for accidental injuries. If you wish your child to be insured against injury while attending the centre, you must arrange and pay for your own insurance. MK holds other insurances applying to the centre as required by law.

Access to Centre Premises and children by Volunteers, Students and Other Parents
MK is an organisation which prides itself on its long history of involvement with local communities and early childhood training institutions.

In this context, you understand that parents, child care students, trainees and volunteer members of the community may work at the centre from time to time.

You agree that these people may be involved in assisting the centre staff to provide a service to your child.

Sometimes parents want staff to babysit their child outside of centre hours whether for pay or not. MK discourages this practice because, in part, it blurs the boundaries between staff's professionalism and their personal lives and this can create legal complications. Similarly, we do not want staff to drive enrolled children to and from the centre.

You therefore acknowledge that:

- MK employs its staff to care for your child only during centre hours at the centre; and that therefore these are the only circumstances in which MK controls and supervises its staff;
- Except in cases of emergency, MK will not allow your child to leave the centre with any person other than a parent or guardian without authority from a parent or guardian to do so;

And it is therefore not part of their employment with MK for MK staff to:

- Accompany your child to or from the centre at the beginning or end of each day; or
- Transport your child in staff members' own cars at any time other than in an emergency; or
- Babysit or otherwise care for your child (whether for pay or not) at your home, staff members' homes, or at any time other than during centre hours or in any other circumstances which are not under MK's control and supervision.

You and MK agree that:

- MK makes no promises or representations about any staff member's suitability to provide care for or transport your child:
 - Out of centre hours; and/or
 - Outside centre premises when not under MK's control and supervision;
- If you decide, despite this, to ask a MK staff member to care for or transport your child in the circumstances outlined in the first paragraph of this section then:
 - This arrangement is viewed by the law as work done as part of an employment relationship, ie you are the employer of the staff member;
 - MK takes no responsibility for the staff member's actions while she/he is caring for or transporting your child as part of that arrangement, even if those actions:
 - Are negligent; and/or
 - Are criminal; and/or
 - Cause injury to any person (including your child) or loss of or damage to any property.

ARRANGEMENTS FOR COLLECTING YOUR CHILD

MK has a responsibility to ensure your child's safety when in our care and we will not allow children to leave the centre except with an authorised person.

You agree that, except in cases of emergency, if you wish your child to be taken home, or elsewhere from the centre, by any person other than yourself – including a MK staff member – you must give the centre Director/Co-ordinator a written authority, signed by you. The authority may be included in the Enrolment Form, or may be a separate document, and in either case must specify:

- Your child's name; and
- The full name, address and telephone number of the authorized person/s.

This authority may only be changed in writing.

FAILURE TO COLLECT YOUR CHILD

If your child is not collected within an hour of the centre closing and no contact can be made with you and your emergency contacts, an Authorised Officer of the Department of Early Education and Care Directorate will be contacted.





**MEDICAL AND
HEALTH**

MEDICAL AND HEALTH ISSUES

To ensure your child's health is considered and to protect your child and all other children and staff at the centre from infection, various procedures are in place. MK has sought advice from the New Children's Hospital, Westmead for this section. decision.

ALL CHILDREN

Children suffer from a variety of conditions that may mean it is inappropriate for them to attend the centre.

Conditions include physical injuries, non-specific illnesses as well as specified diseases

You agree that:

- Your child will not attend the centre when suffering from a condition which precludes them from participating reasonably in the centre program;
- You are required to continue to pay fees for any period during which your child is withdrawn from the centre in accordance with this section.



INFECTIOUS DISEASES

The centre Director will inform you, as soon as practicable, if she becomes aware of any outbreak of a specified infectious disease which has affected or is likely to affect children or staff at the centre.

A 'specified infectious disease' includes a 'vaccine preventable disease' or any other infectious disease specified in MK Infectious Diseases Policy. MK keeps a copy of this policy, including a list of specified infectious diseases, at the centre for the information of all staff and families.

You agree that if your child has a specified infectious disease:

- Your child must not attend the centre during the period of illness and may only return to the centre when the illness ends and your child is no longer infectious. This is to protect your child, the staff and other children. The centre Director may ask you to provide a medical certificate to confirm that your child is well enough to return and may refuse to let your child attend the centre if you do not provide an appropriate medical certificate; and
- MK will seek the advice and guidance of the department of Health in relation to some illness and specific circumstances.

IMMUNISATION

MK cannot enroll a child unless the parent has provided an approved immunization form that your child:

- Is fully immunised for there are, or;
- Has a medical exemption from immunisations signed by a doctor, or;
- Is on a recognized catch-up schedule if the child has fallen behind with their immunisations.

MK will notify NSW Public Health if there is a case of vaccine preventable disease at the centre. The Department of Health may require you to withdraw your child from the centre for a period of time.

A Public Health Unit may request that MK exclude an unimmunised child if it is believed that the child has come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at that early childhood service.

You therefore agree that if your child is not currently immunised or has never been immunised that you may be required to withdraw your child from the centre:

- If there has been an outbreak of a vaccine preventable disease and children or staff at the centre have that disease; or
- If your child has been in direct contact with or otherwise closely exposed to a person with that disease;

You are required to continue to pay fees for any period during which your child is withdrawn from the centre.

EXCLUSION PERIODS FOR INFECTIOUS DISEASES

Recommended minimum periods of exclusion from preschool for cases and contact with infectious diseases. National Health and Medical Research Council, 2006

ILLNESS/CONDITION	EXCLUSION PERIOD
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours
Conjunctivitis	Until all discharge from eyes has ceased unless the doctor has diagnosed a non-infectious conjunctivitis.
Chicken Pox (Varicella)	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children. Any child with an immune deficiency (eg leukaemia) or receiving chemotherapy should be excluded for their own protection.
Cryptosporidium infection	Exclude until there has not been a loose bowel motion for 24 hours Diarrhoea (no organism identified) Exclude until there has not been a loose bowel motion for 24 hours
Diphtheria	Until medical Certification indicating total recovery. Exclude contacts that live in the same house until cleared to return by an appropriate health authority.
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours Hand, Foot and Mouth Until all blisters have dried
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days
Hepatitis A	Exclude until medical certificate of recovery is received, at least 7 days after the onset of jaundice or illness
Herpes simplex (cold sores)	If the child is unable to comply with maintaining hygiene practices they should be excluded until the sores are dry. Sores should be covered by dressing where possible.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
Measles	At least 4 days from appearance of the rash. 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 they may return to preschool
Meningitis (bacterial)	Exclude until well
Meningococcal Infection	Exclude until appropriate antibiotic treatment has completed
Mumps	Exclude for 9 days after onset of swelling
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced
Rotavirus infection	Excluded until there has not been a loose bowel motion or vomiting for 24 hours
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours
Streptococcal Infection (including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well
Tuberculosis	Contacts that live in the same house as the case and have received less than three doses of pertussis vaccine are to be excluded from the centre until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious.
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment. Exclude unimmunised household contacts (having received less than 3 doses of pertussis vaccine) aged less than 7 years for 14 days after the last exposure to infection
Worms (intestinal)	Exclude if diarrhoea is present

Note: The NHMRC recommends that children who are physically unwell should be excluded from attending preschool, school and child care centres.



IF YOUR CHILD REQUIRES MINOR FIRST-AID

Under the Regulations, all child care services are required to keep a fully stocked and up-to-date First-Aid kit.

- If your child has a condition or develops a condition that is not covered in MK's Medication & Medical Procedures Policy and/or sustains a minor injury whilst at the centre then:
- Staff may apply basic first-aid products to treat the condition or injury without your prior approval. (these products may include: antiseptic spray and other products such as band-aids).

You also agree that:

- You may check with the Director about the specific products that are included in the centre's First Aid Kit and advise the Director if there are any products that you do not want applied to your child.

IF YOUR CHILD BECOMES ILL AT THE CENTRE

You agree that:

- If your child becomes ill whilst at the centre the Director must try to contact you to:
- Determine an appropriate course of action.

ADMINISTRATION OF PARACETAMOL



If your child has a high temperature of 38.5 Celsius degrees or over whilst at the centre staff will:

- Make every effort to contact you or your nominated emergency contact persons to collect your child from preschool.
- If you have authorised the administration of paracetamol on your child's Enrolment, we will still try and contact you before administering.

If staff cannot contact you or your nominated emergency contact person/s then they will contact our medical practitioner and/or will call an ambulance.

EMERGENCY MEDICAL ASSISTANCE

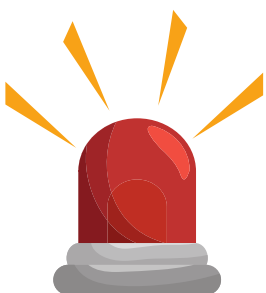


You also agree that if your child has been injured or is ill while at the centre, and if the Director thinks it necessary, you agree that the Director may arrange:

- urgent medical or dental care from a doctor or dentist for your child, and/or
- an ambulance for your child, and /or
- for your child to be taken to hospital

If any of these things occur, the centre Director will contact you immediately.

ASTHMA



- If your child is not known to have asthma and has difficulty breathing whilst at the centre, or other whilst in MK's care, you agree that: The centre Director will call an ambulance for your child, and
- Upon advice from the ambulance service staff, MK staff may administer medication from the Asthma Emergency Kit that is kept in the centre as recommended by the Asthma Foundation of NSW.

*NB For Children who have been diagnosed with asthma see Medication Section

MEDICATION

You agree that if your child requires any medication (including non-prescription, herbal or homoeopathic preparations) to be administered while at the centre or otherwise in MK's care, then you are required to:

- At enrolment, complete the Enrolment Form and Authorisation and Administration of Medication & Medical Procedures Form;
- After enrolment, inform the centre staff member about the medication and complete the Authorisation and Administration of Medication & Medical Procedures Form;
- If necessary, assist MK to obtain any further information about the medication which MK requires, including that from your child's medical or other practice; and,
- Provide the medication to a centre staff member in its original container, which shows:
 - Your child's name; and
 - The dosage to be given, and
 - The use-by expiry date of the medication.
- The centre staff member may only administer that medication in accordance with the information and instructions on the container.



MEDICAL PROCEDURES

You also agree if your child requires any medical procedure to be administered while at the centre:

- You will firstly talk to the Director to find out if our staff are able to meet your child's needs.
- At enrolment, complete the Enrolment Form and the Authorisation and Administration of Medication Procedures Form;
- Inform the Director about the procedure and complete the Authorisation and Administration of Medical Procedures Form, if the procedure becomes necessary some time after enrolment, and
- Assist MK to obtain any further information about the procedure which MK requires from your child's medical practitioner.

You acknowledge that some medical procedures should only be performed by a person who has received appropriate training, and sometimes only if that person is a health professional. Accordingly:

- If your child requires a medical procedure to be performed which requires MK staff to be trained, you agree to assist MK staff to receive that training; and
- If it is not practicable for MK staff to be trained and/or to perform any procedure required by your child, then MK will discuss with you whether it is appropriate and reasonably practicable for either you or MK to engage a health professional to perform the procedure.

If MK engages a health professional for this purpose, MK will charge you additional fees to pay for that health professional's services; but

- If in MK's opinion neither of the approaches suggested in the first two paragraphs above is reasonably practical, you agree to withdraw your child from the centre for the period during which your child requires the procedure to be performed.
- If this procedure is required on a long term basis, and cannot be accommodated, MK will try to assist you in seeking a more appropriate centre.



CHILDREN WITH INCLUSION SUPPORT NEEDS

Children with additional needs and their families are valued and included as members of the community within MK Children with additional needs include those who have a disability; those who have special medical needs and those who are gifted and/or talented.

In any of the above circumstances, the centre will endeavour to meet any additional needs your child has or of which the centre becomes aware, unless in MK's opinion such endeavour is not reasonably practicable. Within funding limitations, MK must ensure that it is able to cater to the needs of all children in its care.

If your child does have inclusion support needs MK must have relevant accurate and up-to-date information if it is to adequately provide appropriate care and education for your child. You will therefore need to provide documentation such as the name of the original medical diagnostician, referrals/assessment reports and current contact details of any involved therapy service providers and medical practitioners.

Accordingly, if your child:

- Has any previously diagnosed additional needs, you have described these on the Enrolment Form; and develops any additional needs during his/her enrolment at the centre you are asked to inform the Director of those needs.

Where MK determines, after due consideration and in consultation with you, the MK Inclusion Support Teacher and relevant staff, that the centre is unable to accommodate your child's needs may:

- Decide not to offer your child a place; or
- Ask you to enter into an agreement with the centre for a trial period of enrolment in order to assess the appropriateness or not of the placement.

If your child later develops any additional needs that cannot be accommodated in a centre, with the resources currently available to it, MK may then need to terminate your child's enrolment.

In all situations where your child's additional needs cannot be met by our centre, MK will try to advise and assist you in seeking a more appropriate service.



A photograph of a school playground. In the foreground, there is a raised garden bed made of corrugated metal, filled with green leafy plants. To the right, a blue and white play structure is visible. In the background, there is a school building with a covered walkway supported by wooden posts, surrounded by trees and a paved area.

COMMUNITY AND SUN AWARENESS



COMMUNITY

We aim to provide a service, which meets the needs of the community by:

- using community resources
- being a resource for community inquiries
- joining in with community events

ENVIRONMENT

We aim to encourage the children to respect and value their environment by:

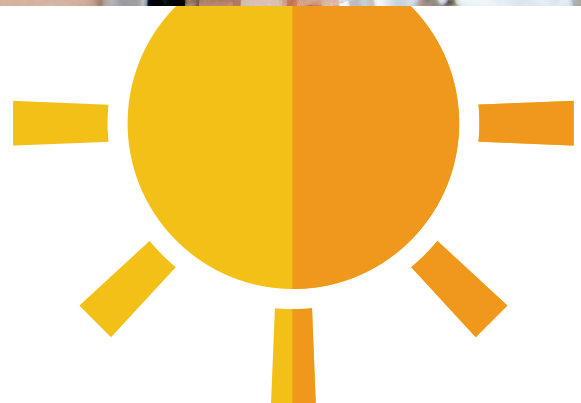
- using water wisely and recycling paper and glass
- nurturing plants and animals

We aim to encourage children to be aware of sun care by:

- Wearing sunscreen
- Wearing hats, and
- Discussing sun care practices with them.



- Cancer Council Sunscreen minimum of 50+ is provided in each classroom for parents to apply to their child.





**PROTECTION OF
YOUR CHILD**



ADULTS ENGAGED BY OTHERS TO ASSIST SPECIFIC CHILDREN

Occasionally, an extra adult may be engaged by another agency, or an individual family, to assist a particular child with additional needs in their inclusion. If such a situation should arise for your child, you agree that:

- This arrangement cannot be put into place without the prior approval of the Committee and Director.

You understand that:

- The non MK employee will adhere to MK policies and practices and will be subject to the supervision of the centre Director, Inclusion Support teacher and Classroom Teachers.

PROTECTION OF YOUR CHILD

MK believes that the interests of the children have to be held above all others.

Staff of MK, through their Director, are bound by the MK Child Protection Policy to report their concerns whenever they have cause to suspect incidences of child abuse.

It is not necessary to have conclusive proof, only to have "reasonable grounds" of suspicion that a child has been abused or is at risk of being abused, to justify the reporting of these suspicions to Child Protection Helpline (133 627).

Failure to express concerns about suspected incidences of abuse means that a child's safety and wellbeing cannot be ensured and they may be vulnerable to further abuse or danger.

It is the responsibility of Family and Community Services, not MK staff, to investigate an expression for concern and determine whether this becomes a notification.

As part of the ongoing development of the curriculum in MK, staff will incorporate a personal safety component for children.



STAFF

We believe in providing a sense of security and belonging by:

- providing affection and cuddles
- a child safe and happy environment
- an established but flexible routine
- respecting each child's individuality
- all staff working as a team

We believe in providing developmentally appropriate activities by:

- keeping individual developmental records on each child which are used to plan activities and experiences
- communicating with all parents on their child's experiences
- providing an environment which encourages success, independence, confidence and children's decision making skills
- regularly evaluating centre activities and policies in consultation with parents
- appreciating and fostering individuality of all children including those with additional needs

We value a team approach where all staff is respected as individuals as well as being a valuable part of the team by:

- maintaining open communication
- encouraging openness, trust and honesty
- maintaining confidentiality
- being supportive
- accepting the right to hold different points of view
- being flexible
- acknowledging and accepting strengths, valuing talents and sharing their knowledge and experiences

Staff handwashing procedures to be followed when:

- dealing with accidents (administering first aid)
- administering medication
- handling food
- after toileting children
- wiping own or child's nose
- staff members will adhere to the centre's infectious diseases policy.

CHILDREN

Staff believe in fostering each child's autonomy and self worth in order to develop in each child a positive self-image by:

- providing respects
- encouraging the development of self help skills
- appreciating each child's individuality
- providing a variety of choices
- praising positive actions
- encouraging self discipline
- helping children work through transition periods, for example beginning school
- encouraging children to express their ideas and feelings
- helping children to understand and cope with their feelings
- following children's interest in our program.

We the staff, believe that children learn effectively through play. We will provide:

- free play activities in all curriculum areas
- structured and programmed group experiences such as music, language, environment education, movement etc.
- opportunity to experiment, explore and discover
- opportunity to follow through on spontaneous suggestions from the children.

We believe that meal times should be a sociable and happy time. This will be achieved by:

- staff joining children at meal times and encouraging conversation.

The main objectives for meal times are as follows:

- to provide for the child's nutritional needs
- to encourage the development of healthy eating habits
- to develop an open attitude to food
- to contribute to the socialisation of the child through social interaction, opportunities for language development and the development of acceptable eating habits.

We aim to encourage healthy hygienic habits for children by:

- role modelling positive personal hygienic habits
- encouraging children to flush toilets
- promoting children's handwashing before eating and after toileting and when handling animals.
- discussing personal hygienic practices with children (including dental).



FAMILY

We aim to provide a service, which meets the needs of all families and children by:

- providing guidance and comfort
- respecting families right to confidentiality
- encouraging open communication between staff and parents
- involving parents in meetings and preschool activities
- being open and respectful of parent suggestions and following up
- incorporating parent's suggestions / input into the program eg. food, routines, programming and behaviour management
- asking for and utilising parent skills and including those as part of the program
- providing information to parents through the parent library
- using parent's knowledge of children in programming.

We value the anti bias approach, as we believe it benefits children, staff, parents and the community by:

- providing equal opportunities for all children in all preschool activities
- accepting differences and diversity, by recognising the worth these differences offer
- role modelling appropriate behaviour
- providing varied resources and an environment that promotes acceptance
- respecting family backgrounds and structures.

THIS AGREEMENT

1. These Standard Terms, together with the Enrolment Form you have signed, describe the whole agreement between you and MK about how MK will provide services to your child, and how you will accept those services.

2. This Agreement may be ended:

a. By you or MK giving the other two weeks' written notice; or

b. By MK at any time without notice or compensation if:

- Any of the information which you have given in the Enrolment Form is inaccurate, incorrect or misleading; or
- You do not comply with these Standard Terms, or
- You do not pay fees as set out in Financial Issues section.

The Enrolment Form and its information will be reviewed regularly to update relevant information. Any changes made to the Enrolment Form and signed by both you and the Director are changes to the Agreement.

FEEDBACK

MK values feedback from families in order to improve our service delivery and to ensure that we continue to meet your needs.

Feedback may take the form of compliments, suggestions, enquires, concerns or complaints about:

- the quality of the service;
- the environment and resources of the centre;
- the relationship between you and the staff;
- policies, procedures or practices at the centre
- decisions that are made and/or how they have been communicated

The MK Feedback form Open Communication Policy is available at the centre for you to read in detail, however, if you have a concern or complaint there are three easy steps you can follow:

1. Talk to the staff member concerned or the Director who will be happy to listen to your views.
2. If not resolved, the centre Director will also listen to your views and help resolve the situation.
3. If you feel that the situation is still not resolved satisfactorily, please write to the Management Committee of Miranda Kindergarten.





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This booklet is current as of November 2018