

## **Arrival and Departure Policy**

Children must be accompanied into the building by a parent or carer. On arrival please help the child to write their name on the roll and record who will be picking up the child. If arrangements change during the day please ring and notify staff. Children need to be collected from inside the kindergarten and if you are going to be later than the end of session time please ring.

## **Behaviour Management**

At Akuna Kindergarten we provide an environment that is safe and nurturing. We believe that children need guidance and assistance in a caring way to help them learn to become responsible for their own behaviour and actions.

However, at times we recognise that even young children can act in ways that may be physically or psychologically harmful to others. As a result, the centre has a Behaviour Management Policy outlining the strategies that are implemented to manage difficult or challenging behaviours. A copy of this policy is included in your information package.

## **Health and safety**

Precautions against the spread of colds, viral infections and contagious diseases are necessary. A child who has a temperature, a green runny nose, is taking antibiotics for an infection or is showing any signs of being unwell should be kept at home. Please notify staff if your child has an illness that is infectious. Parents will be advised via the notice board of any childhood diseases reported, including symptoms to look for and the length of time a child needs to stay away if the disease is infectious.

## **Sun Smart Policy**

The centre actively advocates a sun-smart policy. Children must wear a broad rim or legionnaire style hat for all outside activities during all months of the year. It is very important that your child brings and wears a sun hat each day. It needs to be one that fits well, even when they run or have a swing, and which gives coverage to their whole head, including ears, face and back of neck. Children will be asked to stay inside, not as a punishment but a safety issue! Learning to be responsible and independent for themselves and their belongings is much of what we do at kindergarten. PLEASE NAME THE HATS as keeping track of who belongs to which hat gets very tricky! A hat that routinely stays in their kindergarten bag helps set up a pattern that can usually be maintained and saves dramas or heartache! Parents are asked to ensure that children come to kindergarten with sunscreen applied and wearing shirts that protect shoulders. Staff will assist children to re-apply sunscreen at lunchtime.

Staff will use discretion about restricting outside play on extremely hot days or days when there are dangerous UV levels.

## Emergency procedures

Copies of the centre's Emergency Plans are displayed inside the kindergarten.

## Smoke Free Zone

All schools and preschools are smoke free zones. In the interests of both adults and children, please do not smoke on the preschool grounds or drop cigarette butts at the entrance to the kindergarten grounds.

## Food and Nutrition

At Akuna Kindergarten we believe that good nutrition is important for the well being of children. We encourage good nutrition through cooking experiences as part of the curriculum and the provision of fresh drinking water available throughout the day.

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

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

We recommend a thermal bag to keep lunches fresh, particularly for meats, cheese etc. You are welcome to place lunches and dairy products in the fridge (Please no peanut butter or nutella). Please make sure that lunch boxes, bags and drink bottles are named.

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

## Medication

Medication should be scheduled outside session times wherever possible. If a child requires medication during session times details of all medication to be given must be entered on the medication permission form by the parent/caregiver and signed. This must be repeated each day the medicine is to be administered. Please ensure that medication is given to staff directly and is in the original bottle. Once administered staff will sign the form and monitor the child for any adverse reactions. A separate form is required for any long term medication.

## Injuries and First Aid

All staff have current First Aid training. The First Aid Cabinet is located in the children's bathroom and is stock taked annually. The First Aid kit will be taken on all excursions.

Minor injuries – those that respond to a bandaid and/or minor first aid and affection, are treated by staff. All other injuries are referred to parents and/or medical officers. If the injury is assessed to be of a more serious nature, but not requiring additional external medical attention, parents will be notified.

If the Injury is major an ambulance will be called and parents notified as soon as possible. Staff will administer First Aid until assistance arrives.

Staff will write all occurrences in the accident folder and the parent will sign to acknowledge the accident and the procedures taken when the child is collected.  
**The Kindergarten does not carry ambulance cover.**  
**The centre will not be responsible for or liable for any fees that may occur from the medical treatment, e.g. Ambulance, Doctor's fees, hospital fees etc.**

## **Mandatory Reporting**

Doctors, teachers, early childhood workers and others who work with children are obliged by law to report any reasonable suspicion that a child has been maltreated, neglected, physically, emotionally or sexually abused to Family and Youth Services.

## **Grievance Policy for Parents**

If you have a concern in relation to an experience at the centre you are encouraged to address the issue with the person involved. If your concern is not resolved or you feel uncomfortable make time to speak with the Director. Allow a reasonable time for the issue to be resolved. If you feel your concerns are not resolved we advise that you contact our District Co-ordinator at the Mt Gambier office. Issues of a general nature can be addressed at Governing Council meetings. Please put your concern in writing and hand it to a council member.

*Confidentiality will be respected at all times*