



# Family Information Handbook 2024



<b>Welcome</b>	<b>3</b>
<b>Child Safe Organisation</b>	<b>3</b>
<b>Contact Information</b>	<b>4</b>
<b>History of HPK</b>	<b>5</b>
<b>Philosophy</b>	<b>6</b>
<b>Our Team</b>	<b>7</b>
<b>Session Times</b>	<b>8</b>
<b>Important Dates</b>	<b>9</b>
<b>What should my child wear to kindergarten?</b>	<b>10</b>
<b>What should my child bring to kindergarten?</b>	<b>12</b>
<b>Healthy and safe eating at kindergarten</b>	<b>14</b>
NUTS ARE NOT PERMITTED AT HPK	14
Healthy Eating	14
<b>Birthday Celebrations at HPK</b>	<b>15</b>
<b>Delivery and Collection of Children</b>	<b>16</b>
<b>Family Contribution</b>	<b>18</b>
Session Support	18
Laundry Duty	20
Working Bees	20
<b>Communication with Families</b>	<b>21</b>
<b>Fees</b>	<b>23</b>
<b>Health and Safety</b>	<b>24</b>
<b>Feedback</b>	<b>26</b>
<b>Our Commitment to Child Safety</b>	<b>26</b>
<b>Policies</b>	<b>25</b>

# Welcome

Welcome and thank you for choosing Helen Paul Kindergarten (HPK). Whether you are a returning HPK family or are new to our kindergarten we're thrilled to welcome your child and family to our community!

We trust that your child will feel happy and secure in our kindergarten environment and be stimulated by the variety of activities and learning experiences we offer.

We hope that you, too, will enjoy your time at HPK and invite you to participate in the many activities and involvement opportunities open to our families. Without the help of our families and community, the kindergarten could not operate and would not be able to offer such an enriching program.

This handbook has been prepared to provide you with the information you need about our kindergarten. Please keep it handy and refer to it throughout the year.

Once again, welcome to Helen Paul Kindergarten!

- Teaching Team and Committee of Management  
Helen Paul Kindergarten



## Child Safe Organisation

In 2022, the revised Child Safe Standards were introduced. HPK is working towards meeting the 11 Child Safe Standards and continues to be a Child Safe Organisation. For more information please see [Our Commitment to Child Safety](#) or visit the [CCYP Child Safe Standards website](#).

# Contact Information

<b>Address</b>	33 Kingston Street, Hampton VIC 3188
<b>Phone Number</b>	(03) 9598 6416

## Teachers

3 Year Old Program		
Wombat Group	Naomi Ralph	<a href="mailto:naomir@hpk.org.au">naomir@hpk.org.au</a>

4 Year Old Program		
Kangaroo Group	Paul Hemus	<a href="mailto:paulh@hpk.org.au">paulh@hpk.org.au</a>
Emu Group	Jenny Robison	<a href="mailto:jennyr@hpk.org.au">jennyr@hpk.org.au</a>

## General Enquiries

<b>Operations Coordinator</b>	Sonia Hogan	<a href="mailto:info@hpk.org.au">info@hpk.org.au</a>
-------------------------------	-------------	------------------------------------------------------

## Approved Provider

HPK Committee of Management (2024)		
President	Vacant	<a href="mailto:president@hpk.org.au">president@hpk.org.au</a>
Vice President	Sarah Moore	<a href="mailto:vicepresident@hpk.org.au">vicepresident@hpk.org.au</a>
Treasurer	Natalie Avenell	<a href="mailto:treasurer@hpk.org.au">treasurer@hpk.org.au</a>
Secretary	Ruth Sabella	<a href="mailto:secretary@hpk.org.au">secretary@hpk.org.au</a>

# History of HPK

In 1952, during the “baby boom” that followed the end of World War II, the kindergarten on the corner of Ludstone Street and Chislehurst Road, in the middle of a new housing commission area, could not cope with the increasing number of preschoolers. The Department of Health Supervisor, Miss Helen Paul, advised the committee to establish another kindergarten. In gratitude for the great interest she took in the establishment of this kindergarten, they asked her permission to name the new kindergarten after her.

In 1985, after 38 years of operation, Helen Paul Kindergarten became incorporated as an Association. Over the years the program has been adapted to meet changing community needs. However, the tradition of placing the children at the centre of the kindergarten’s programs and policies continues as strongly as ever.



# Philosophy

Helen Paul Kindergarten values continuous learning. We recognise that learning is a lifelong endeavour for our children, families and team, and we work to build the time, space and the relationships to create a community where learning is valued.

We understand that wellbeing is central to learning. The emotional wellbeing of our children, families and team is important. A positive, welcoming learning environment is created through a relaxed atmosphere where humour and mistakes are shared.

Our practices are informed by documents such as the Early Years Learning Framework, the Victorian Early Learning and Development Framework, the Early Childhood Code of Ethics and the UNICEF Convention on the Rights of the Child.

Children learn best when their decision making is supported, their ideas and questions are valued and their experiences are interesting and playful with the opportunity to take risks. We value sustained and purposeful play with a focus on the learning that occurs in this play, rather than a focus on a set outcome. An indoor/outdoor program promotes these goals.

The natural environment and its importance are evident in our programs. A living, thriving, environment with plants, animals and access to the world beyond our kinder gates supports the children to develop a connection with the natural world. We aim to create a love, understanding and respect for the importance of a healthy ecosystem and the part that sustainability plays in achieving that.

Our curriculum is informed by the practices of emergent curriculum, where the many delightful and unexpected learning opportunities are rich in potential for further investigation. We believe this best supports individual learning styles and children's sensory needs. Through this, we support the development of creative thought, social skills and independence. Emergent curriculum supports the development of the whole child in the context of the social and cultural environment they grow up in and encourages collaboration. We are guided by evidence-based practices to support children's learning.

We value our connections to the wider community, recognise the importance of our role within it and support our children to be active participants. Through teamwork, we aim to build a thriving and sustainable community at HPK.

We recognise the importance of opportunities for calm and stillness, so the children have time and space to gaze, wonder and reflect. We balance this with new ideas, stimulating experiences and inviting materials that inspire and engage the children's hearts, minds and bodies.

It is important to us that all children experience times of happiness and a love of learning.

# Our Team

**Naomi Ralph**

Teacher - Wombat group | Director

*"Children's literature, nature-based play and how environments are set up continue to be of great interest to me, especially in terms of how this affects children's play."*

**Jenny Robison**

Teacher - Emu Group | Educational Leader

*"Building strong relationships with children and their families is the key to a child's wellbeing and learning while at kinder. I love for families to be part of the program, sharing their skills, time and knowledge of their children."*

**Paul Hemus**

Teacher - Kangaroo group

*"Curiosity and creativity are such a wonderful part of childhood and my programs aim to foster, nurture and encourage these dispositions in children."*

**Hollie Cloherty**

Educator - Emu and Wombat groups

*"I especially enjoy cooking with children, working on big floor puzzles, playing ball games on the grass and reading stories to them."*

**Lesley Finegan**

Educator - Wombat group

*"Working at Helen Paul Kinder is always fun and every day is rewarding in some way. I feel very lucky to have a job that I enjoy so much."*

**Imogen Thomson**

Educator - Kangaroo and Wombat groups

*"Building strong relationships with not only the children but also the families is very important to me as it creates a trusting and safe environment for all; I believe this is my calling!"*

**Anne Hoye**

Educator - Emu group

*"I love watching and facilitating the growth and development of the children, especially sharing my interest in stories and singing."*

# Session Times

## Three Year Old Program

Wombats (10 hours per week)	
Monday	1.30pm - 4pm
Wednesday	8.30am - 1.30pm
Friday	8.30am - 11am

## Four Year Old Program

Emus (15 hours per week)	
Monday	8.30am - 1pm
Tuesday (Bush Kinder - offsite)	9.30am - 12.30pm
Thursday	8.30am - 4pm

Kangaroos (15 hours per week)	
Tuesday	8.30am - 4pm
Thursday (Bush Kinder - offsite)	9.30am - 12.30pm
Friday	11.30am - 4pm



# Important Dates

## Term Dates

HPK follows the Victorian school terms and will be closed during school holiday periods:

	Term begins	Term ends
Term 1	Tuesday 30 January 2024  (NB. HPK runs an orientation/transition program. Please check your email for details)	Thursday 28 March 2024
Term 2	Monday 15 April 2024	Friday 28 June 2024
Term 3	Monday 15 July 2024	Friday 20 September 2024
Term 4	Monday 7 October 2024	Friday 20 December 2024 <i>* Final day of Kinder for 2024 is Wednesday 18 December</i>

In addition to school holidays, HPK will also be closed on:

Date	Occasion
Monday 29 January 2024	Planning day
Monday 11 March 2024	Public Holiday (Labour Day)
Thursday 25 April 2024	Public Holiday (Anzac Day)
Monday 10 June 2024	Public Holiday (King's Birthday)
TBA	Professional Development Day (HPK teaching team)
Tuesday 5 November 2024	Public Holiday (Melbourne Cup Day)
Thursday 19 and Friday 20 December 2024	End of year Planning Days

# What should my child wear to kindergarten?

## Clothing

Your child should be dressed for kindergarten in clothes that:

- are comfortable
- allow them to freely participate in active play (climbing, running, digging etc)
- can be easily managed when using the toilet
- can be easily washed
- provide adequate protection from the sun

It is important to know that our learning opportunities often involve “messy” play. The kindergarten provides smocks but these are often only partially effective, so please make sure that your child wears clothing to kinder that can be easily washed.

One of the best barriers between children’s skin and the sun is clothing, so [SunSmart](#) recommends choosing clothing that covers as much skin as possible. For example, singlet tops and shoestring tops/dresses do not provide adequate protection from the sun and should not be worn to kindergarten.

## Footwear

Your child will need to wear safe, strong footwear for kindergarten sessions, such as shoes or sandals. No thongs or ‘Crocs’, please, as these are not suitable for climbing.

In warm weather children are allowed to remove shoes and socks, so please encourage your child to learn how to take them off and put them on. Our teaching team will assist children where they need help with putting clothes or shoes on.

## Hat

Please provide a broad-brimmed hat (clearly named) for your child to wear at kindergarten. This hat will be kept at Helen Paul Kindergarten so it is always available for your child.

Information regarding suitable sun protective hats can be found on the [SunSmart website](#), and in our [Sun Protection Policy](#).

## Sunscreen

Please apply SPF 50 (or higher) broad-spectrum, water-resistant sunscreen to your child before they attend kindergarten sessions.

Our teaching team will assist children to reapply sunscreen (provided by HPK) throughout the kindergarten session where authority has been granted to do so (on your child's Enrolment Form). If you wish to provide sunscreen for your child, please supply the kindergarten with a named bottle of SPF 50 (or higher) broad-spectrum, water-resistant sunscreen.



# What should my child bring to kindergarten?

## Backpack (named)

Your child's backpack should be large enough to carry all their belongings but appropriately sized so that they can manage it independently.

## A full change of clothes (named) in a wet/dry bag

Please pack a full change of clothes (named) for your child, in a plastic bag or, preferably, a reusable wet/dry bag to support our focus on sustainability.

## Water bottle (named)

Please bring a water bottle (named) filled with water to each session.

## Lunch and/or Snack

Food requirements for each group and session are listed below. Please send a healthy snack and/or lunch for your child in clearly named containers. NUTS ARE NOT PERMITTED AT HPK, as detailed in the [Healthy and Safe Eating at Kindergarten section](#) of this handbook. Suggestions for lunchbox items and guidance on healthy eating options can also be found [here](#).

### 3 Year Old Program - Wombats

Session	Food requirements
Monday	<ul style="list-style-type: none"><li>• Substantial snack</li></ul>
Wednesday	<ul style="list-style-type: none"><li>• Substantial snack</li><li>• Lunch</li></ul>
Friday	<ul style="list-style-type: none"><li>• Substantial snack</li></ul>

#### 4 Year Old Program - Emu group

Session	Food requirements
Monday	<ul style="list-style-type: none"><li>• Lunch</li><li>• Substantial snack</li></ul>
Tuesday (Bush Kinder)	<ul style="list-style-type: none"><li>• Lunch</li><li>• Substantial snack</li></ul>
Thursday	<ul style="list-style-type: none"><li>• Lunch</li><li>• 2 x substantial snacks</li></ul>

#### 4 Year Old Program - Kangaroo group

Session	Food requirements
Tuesday	<ul style="list-style-type: none"><li>• Lunch</li><li>• 2 x substantial snacks</li></ul>
Thursday (Bush Kinder)	<ul style="list-style-type: none"><li>• Lunch</li><li>• Substantial snack</li></ul>
Friday	<ul style="list-style-type: none"><li>• Lunch</li><li>• Substantial snack</li></ul>

## Toys

We kindly ask that toys from home are not brought to kinder, to ensure that your child is able to participate fully in the kindergarten program and to ensure that your child's toys are not lost or broken. Of course, if your child has a particular toy or blanket that brings them comfort, please let your child's teacher know.

# Healthy and safe eating at kindergarten

## **NUTS ARE NOT PERMITTED AT HPK**

Helen Paul Kinder is committed to providing a safe environment for all our children.

We do have children with a nut allergy attending our kinder. As such, foods containing nuts or nut products are not to be brought into the kindergarten.

This includes, but is not limited to;

- peanut butter
- hazelnut spread (for example, Nutella)
- muesli bars, chocolate bars and biscuits containing nuts.
- any item with nuts as a listed ingredient (but does not apply to foods labelled 'may contain traces of nuts').

Families will be advised if there is a need to avoid any other food allergens.

It is also a requirement that all children wash their hands upon entering the kinder room to minimise risk should the children have eaten foods containing nuts or other allergens before arrival at the kinder.

Please be sure to share this information with anyone who prepares your child's lunchbox.

## **Healthy Eating**

HPK promotes healthy eating and drinking habits to support the long term health and wellbeing of our children. Our programs offer regular opportunities for children to eat and drink according to their needs. Discussions and experiences that focus on listening to their bodies and healthy lifestyle awareness are embedded in everyday experiences at kindergarten.

We ask families to supply healthy choices in your child's lunch box, including a variety of tastes, colours, textures (e.g. crunchy, soft) and flavours. We also ask that only water is supplied in drink bottles. The [Healthy Eating Advisory Service](#) and the [Better Health Channel](#) have a range of resources to support families in packing lunch boxes.

We are unable to refrigerate children's lunchboxes, so we encourage you to include an ice pack with your child's lunchbox.

Please see our [Nutrition, Oral Health and Active Play Policy](#) for further information.

# Birthday Celebrations at HPK

Children love to share their birthdays with friends at kinder, and we recognise that sharing food is an important cultural tradition for many of our families. If your child would like to bring food to share with their kinder friends to celebrate their special day, we have a few requests to make it COVID and allergy-safe and easily managed for staff.

Of course, if you would prefer not to send treats to share on your child's birthday that is absolutely fine! Rest assured we will recognise your child's birthday with the group in other ways.

## Guidelines for birthday food

- We ask that pre-packaged mini cupcakes (available at [Coles](#) or [Woolworths](#)) or Freddo Frogs are brought to kinder on the day closest to your child's birthday. These are easily shared and consumed at kinder.
- Please provide one item only per child. While it's very generous to give a lolly bag to each child, with up to twenty-six children in the group, it can end up being too many special treats.

If your child has allergies that means they can't have Freddo Frogs or store-bought cupcakes, we ask that you supply a packet of a special treat food for your child at the start of the year. They will be able to choose from this when we celebrate a birthday.

If you have any questions, please speak to [your child's teacher](#).



# Delivery and Collection of Children

Children are to be delivered to the kindergarten and collected from the kindergarten by a family member or other person over the age of 16 years (whom you have authorised in writing), at the correct times. Staff will sign your child in and out using our digital attendance record.

## Safety

When entering the kindergarten grounds, please make sure that you close the external gate, to ensure children do not run out without an adult. Our teaching team monitors the internal doors, particularly at the end of each session, but your cooperation is vital in ensuring the safety of all children.

## Security

The entry code for the front door is changed every year.

Please note that once kinder sessions are in progress the keypad on the front door will be disabled for the duration of the session. As such, if you need access to the kinder during a session you will need to use the doorbell and a member of the teaching team will let you in.

If you are present at the kindergarten during a session, please do not admit anyone to the kindergarten unless the teaching team is aware of their arrival. The door is opened at the end of the session for you to collect your child/ren.

## Late Collection

Remember your child will be expecting you to be on time. Please advise the kindergarten on (03) 9598 6416 as soon as possible if you are likely to be delayed for a few minutes when collecting your child. We ask families to be mindful that our teaching team often have another session to prepare for, or their own family commitments.

If a child has not been collected by 15 minutes past the normal end of the session, the teaching team will attempt to contact the parents or emergency contact person (as authorised on the enrolment form). If this is unsuccessful, the teaching team will contact at least one member of the Executive Committee to attend the kindergarten to help resolve the situation. Please read the Delivery and Collection of Children Policy located in the Policy Folder in the foyer and on the [HPK website](#).

If you are continually late the Committee of Management reserves the right to impose late fees and further action may be taken.



## Dogs

Please note that dogs are not permitted inside our kindergarten grounds. We ask that dogs that accompany you on your walk to kindergarten for delivery or collection are secured safely with a leash in the adjoining park (Castlefield Reserve).

As a kindergarten that provides education for young children, we have an obligation in relation to our duty of care to keep our children safe and feeling secure and we thank you for your support.

## Road Safety

Kingston Street can often be very busy as it has direct access to traffic travelling in both directions on South Road, and trucks and buses often use the street. Delivery and collection times can be particularly busy, so we ask families to consider parking further along Kingston Street or on Ludstone Street (where possible) to reduce congestion and keep our families safe.

We would also like to take this opportunity to remind families that children should enter and exit the car on the curbside (not on the road).

For further information on road safety, please visit [Starting Out Safely](#).



# Family Contribution

Community kindergartens, such as HPK, require the assistance of families to operate successfully. We are very grateful for the support of our community.

## Session Support

At HPK, we are very grateful to families for their support of our longstanding Session Support program. This program allows parents and carers to spend time with their child at kindergarten, which is a very special experience for the children. It also provides our teaching team with additional support at each kindergarten session. With the assistance of Session Support volunteers, our teaching team is able to spend more time actively engaged in the kindergarten program.

## Laundry Duty

As HPK does not have a washing machine, families will occasionally be asked to take home a load of washing (art smocks, tea towels, dress ups etc) to wash and return to kinder.

## Working Bees

Once a year, one family member per child from each group will be asked to attend a working bee at the kindergarten. You will be notified of the date and contacted if particular equipment (e.g. wheelbarrow, rakes, etc.) is needed on the day.

If you are unable to attend your allocated working bee, then please contact the [Maintenance Officer](#). You may be able to attend another group's working bee, or tasks may be available that can be completed by you at another time.



# Communication with Families

## Initial communication about your child

Our teaching team understands the importance of working collaboratively with families to ensure children have a rich and rewarding time with us. For this reason, part of our transition program is a chance to have a 1-to-1 meeting with your child's teacher to discuss goals and aims for the year. Our goal here is to encourage open communication around your child's learning and development, and this is a good opportunity to start sharing this information.

## Mid-year interviews (3 & 4 year old program)

An optional short mid-year interview will be organised to discuss your child's learning and developmental progress, their kindergarten experience, and readiness for school.

While we have these two set times for the more formal interview style communication, you are welcome to arrange a time to chat with your child's teacher at any time to check their progress, or if you have any questions or concerns. Please call or email your child's teacher to set up a mutually convenient time.

## Informal communication

We value timely and frequent informal communication with families. A quick chat at the beginning or end of a session, a phone call or email are all good ways to let the teacher know about any concerns, questions or general feedback. All of our team work part time, so email is often the easiest way to contact them. We have found that even if it seems like a small thing, it's often best to raise it with the teacher so we can manage the small things before they become bigger things. We are all working to ensure good outcomes for all children, and we've found that communication with families is key to this. Please know that we place high importance on confidentiality.

Helping out during a session is a really valuable way to see how your child is going at kinder, and to chat with the team about your child's interests and learning.

## Kinder program

Information on the kinder program is provided in a number of ways and we are constantly reflecting on how we can improve this while maintaining the quality of the reflections in the time we have available. Reflections and information on planned goals and activities are emailed and are available in paper copies at the kinder. The team are looking at ways to make this more easily available and meaningful for families this year, so stay tuned!

## Newsletter

Every term, the committee produces a newsletter to inform you of what is happening at HPK.

## Family Survey

The committee values your feedback and welcomes your input. Each year a family survey is conducted to survey the kindergarten community regarding the program and issues affecting both you and your child.



# Fees

## **Fees**

HPK has opted in to the Free Kindergarten initiative. As a consequence, there is no fee for funded sessional kindergarten for both 3-year-old and 4-year-old children.

## **Voluntary parent payment/donations**

Families will have the opportunity to make voluntary contributions to the Kinder. While this is voluntary, the support of every family is encouraged to assist us in continuing to provide a high quality program.

## **Special events/fundraising**

Fundraising events will be organised by the committee throughout the year. The funds raised will be used to pay for significant capital improvements to the kinder (including facilities and equipment) that standard operating income (voluntary fees and DE) cannot fund. We thank you in advance for your support of our fundraising endeavours.

# Health and Safety

## Accidents, injuries and illness at kindergarten

If a child has a minor injury or accident at the kindergarten, staff will administer first aid and fill out an incident report form for you to sign. If your child becomes sick or a more significant injury occurs during the session, every effort will be made to contact you. If this is not possible, a member of the teaching team will then contact the emergency contact nominated by you on your child's online enrolment form. The kindergarten will always seek any necessary emergency medical, hospital, dental or ambulance services in the event of an accident or illness (as authorised by you on your child's enrolment form). Please notify the teaching team of any particular health concerns, allergies, etc. relating to your child. Please know that all our team have up to date first aid qualifications.

## Infectious Diseases

Sick children should not be sent to kindergarten - please take note of the Infectious Diseases Exclusion Table on page 28 of the handbook, and available online at the [Health.Vic website](#). Infectious diseases such as measles, whooping cough, hepatitis, chickenpox, mumps, etc. are notifiable and subject to quarantine.

If there is an infectious disease in the home whether the kindergarten child is a patient or not, the teachers must be notified. Details of infectious diseases are displayed on a chart in the foyer. The Dealing with Infectious Diseases Policy and the Incident, Injury, Trauma and Illness Policy are available on the [HPK website](#). Please note, while we need to notify families of cases, we keep the name of the child confidential.

A child who is not immunised will not be able to attend kindergarten while there is an outbreak of certain infectious diseases.

## Immunisations

In Victoria, the law requires kindergartens to take steps to make sure we have the latest immunisation information for enrolled children. In the unlikely event of an outbreak of a vaccine-preventable disease, we may need to work with health authorities to quickly identify who could be at risk and what actions or precautions need to be taken to best protect children's health.

Families are required to provide an Immunisation History Statement from the Australian Immunisation Register on enrolment at Helen Paul Kindergarten to verify that their child is 'up to date' for all required vaccinations.

If your child receives further vaccinations during their time at HPK, please email an updated Immunisation History Statement to our Operations Coordinator at [info@hpk.org.au](mailto:info@hpk.org.au).

## How to get an updated Immunisation History Statement

You can get an updated statement from the Australian Immunisation Register:

- online - through [MyGov](#) once an account has been created
- [Medicare Express Plus App](#) once a [MyGov](#) account has been created
- over the counter - at a [Medicare Service Centre](#)
- by phone - call the Australian Immunisation Register on 1800 653 809
- by asking your GP/immunisation nurse if they can print the statement (note, not all immunisation providers can do this).

## Absence

Please telephone (03) 9598 6416 or email the teacher if your child is to be absent.

## Head Lice

Head lice are small wingless biting insects that live and breed in hair. Outbreaks of head lice are common in education and care settings and can infest people of all socio-economic positions and age groups. Outbreaks can be minimised by parents checking their children regularly and following recommended treatment methods when active lice are found.

If head lice or nits (eggs) are found, families should immediately seek treatment and notify the teacher as soon as possible. HPK is obliged to advise other families that there is a case of head lice at the kindergarten, but our teaching team will maintain confidentiality.

Children must be excluded from kindergarten until they have received appropriate treatment (see Dealing with Infectious Diseases Policy on the [HPK website](#)).

Further information on treatment for head lice and nits can be found at the [Raising Children Network](#) and via the [Department of Health and Human Services](#).

## Sun Protection

Helen Paul Kindergarten is a Sun Smart Centre. During the middle of the day activities will be encouraged in the kindergarten's shady areas. However, your child must bring a sun-smart hat to wear during outdoor play to protect their sensitive skin from sun damage. Application of a sunscreen (SPF50+) before coming to kinder will aid protection to exposed areas of skin. Staff reapply during the session as per our policy.

The Kindergarten's Sun Protection Policy is available on the [HPK website](#).

## Smoking

Smoking is not permitted on the kindergarten premises.

# Feedback

## Complaints and Grievances Procedure

Please raise any concerns or complaints directly with the person involved, in an attempt to resolve the matter in the first instance. Our teaching team and committee members are approachable and aim to resolve issues as they arise where practicable.

Alternatively, complaints can be formally made, in writing, to the HR Sub-committee, or the [President](#). The HR Sub-committee will deal with the matter raised with due confidentiality and as promptly as possible, according to the policies of the kindergarten.

Please read the Complaints and Grievances Policy located in the Policy Folder in the foyer and on the [HPK website](#) for further details.

## Our Commitment to Child Safety

We have developed a number of strategies to meet our obligations under the Child Safe Standards and to ensure the safety of the children in the HPK community. These include a Code of Conduct for families, a commitment to ongoing staff training and raising awareness with our community. We have risk minimisation plans and policies to guide our practice, which are all available for you to see. We are committed to empowering the children through teaching and ensuring their participation. We acknowledge that particular knowledge and strategies are required to ensure the (cultural and otherwise) safety of Aboriginal children, children from culturally and linguistically diverse backgrounds and children with a disability. Please speak to your child's teacher if you would like to see any of these documents, or would like further information.

As part of meeting the Child Safe Standards, Naomi Ralph has been assigned the Child Safety Officer. If you have any concerns regarding a child's safety (particularly in regards to children at risk of abuse) please speak to Naomi, or alternatively, the Approved Provider.

If you believe a child is at immediate risk of abuse, please call 000. The phone number for Child Protection is 1300 655 795. Any adult in the state of Victoria, that holds a reasonable belief that a sexual offence has been committed against a child, is legally obliged to disclose it to the police.

For more information about the Child Safe Standards and the responsibilities various organisations have under this legislation, please visit the [CCYP Child Safe Standards website](#).



# Policies

At Helen Paul Kindergarten, our practice adheres to the requirements of the Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011 and the National Quality Standard. Our kindergarten is supported by comprehensive policies and procedures. All current policies are available for viewing in the foyer at kinder, and on [our website](#).

From time to time we review our policies and we welcome feedback from parents during this process. If you would like to comment on a policy currently under review, please check the 'Policies Under Review' folder in the kinder foyer for details of proposed new or amended policies. After a period of review and feedback, the Committee will decide to adopt a draft policy and then implement the policy including giving 14 days notice to families before making any change to a policy or procedure that would affect fees, have a significant impact on any child or affect a family's ability to use the service.



# Minimum period of exclusion from primary schools and children's services<sup>1</sup> for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2019

## Schedule 7

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	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
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	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 Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	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
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	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
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	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 exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	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
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	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
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

### Regulation 111

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

- \* specified in column 3 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 2 of that Table; or
- \* specified in column 4 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 2 of that Table.

\*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

### Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit [www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion](http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion)

<sup>1</sup> Children's services cover the terms 'education and care service premises' or 'children's services centre' used in the regulations. It includes centres such as childcare centres and kindergartens.