



**Macedon  
Ranges**  
Shire Council

**Early Years  
Services**

# Kindergarten Handbook

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## Information For Parents, Carers and Guardians



# Welcome



**Our kindergartens are places of learning and community.**

**Led by passionate and experienced Early Childhood Teachers and Educators, they provide a welcome, supportive community for families and an environment rich in nature-based and creative learning.**

## Our Kindergartens

Kindergarten	Address	Phone	Kindergarten Contact
Kyneton Kindergarten	49A Edgecombe Street, Kyneton 3444	(03) 5422 1463 - Golden Wattle (03) 5422 2157 - Silver Banksia	Vanessa Gray
Lancefield Childrens Centre	76A High St, Lancefield	(03) 5429 2547	Rebecca Hey
Macedon Kindergarten	55 Bruce Street, Macedon 3440	(03) 5426 1877	Nicole Mezzatesta
Manna Gum Family and Children's Centre	71 Robertson Street, Gisborne 3437	(03) 5421 9516 - White Gum (03) 5421 9517 - Ribbon Gum	Jodie Dyer
Riddells Creek Kindergarten	23 Mahoneys Road, Riddells Creek 3431	(03) 5428 7207	Georgina Brown
Romsey Kindergarten	32-48 Main Street, Romsey 3434	(03) 5429 5294 Bunjil (03) 5429 6076 Waa	Kym Bates
Swinburne Avenue Children's Centre	8 Swinburne Avenue, Gisborne 3437	(03) 5428 3731 - Burrow (03) 5428 3697 - Blue Gum	Amy Clarke
Woodend Kindergarten	10 Nicholson Street, Woodend 3442	(03) 5427 1421 - Pin Oak (03) 5427 2730 - Banksia	Paulette Maskell



# Early Years Vision

Macedon Ranges Shire Council is on Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Countries. We respect their elders past, present and emerging and welcome Aboriginal and/or Torres Strait Islander people who attend or visit our services. Children participate in acknowledgement of country before group activities, at all our kindergartens. This is a way of integrating Indigenous culture into our educational program.

Macedon Ranges Shire Council is a child safe organisation. Child safety is everyone's responsibility and Council prides itself on being a child safe organisation with zero tolerance for child abuse. This means creating environments where all children and young people are heard, valued and protected from harm.

## Our Early Years Vision

To provide every child with the foundation for a thriving and successful life.

### **Purpose**

Our purpose is to foster curiosity, self-confidence, independence, respect, and creativity in every child, igniting their passion for lifelong learning. Through strong partnerships with families, educators, and the community, we aim to create an inclusive environment that supports the holistic development of each child.

### **Values**

**Child Focused:** At our kindergartens, we prioritise the child's voice. We uphold the United Nations rights of the child and will continually challenge ourselves to critically reflect on these rights seeking input from our children about decisions that affect them.

**Safe and Inclusive Programs:** Safety and inclusion is our highest priority. We do this through programs that embrace the diversity of all children, families, and cultures, ensuring that everyone feels safe, valued, and respected within our kindergarten community.

**Learning:** Our educators deliver high-quality, play-based programs that positively shape the lives of children across the shire. We focus on preparing children for a smooth transition to primary school while building a foundation for lifelong success and wellbeing.

**Community:** We build meaningful partnerships between families, the wider community, and local services. Through incursions, excursions, and inclusive consultation processes, we foster a sense of belonging and shared responsibility in decision-making.

**Sustainability:** We inspire children to actively engage with and care for the world around them. Our programs integrate hands-on learning in sustainability through gardening, recycling, and environmental stewardship, fostering respect for nature.



# Funded kindergarten

**The Victorian Government provides funding to support children to access a high-quality kindergarten program in the two years before they start school. For more information, visit the Department of Education website**

<https://www.vic.gov.au/kindergarten>

When you see the Kinder Tick, you can be confident:

- the program will be led by a qualified Early Childhood Teacher
- children will benefit from play-based learning



## What is funded?

The Victorian Government funds one year of Three-year-old kindergarten, and one year of Four-year-old Pre Prep kindergarten. For a child to repeat Three-year-old kindergarten or Four-year-old-kindergarten they need to be assessed as being delayed in two or more development areas by their Early Childhood Teacher, and have a second year approved by the Department of Education.

## Early Start Kindergarten Program

Early Start Kindergarten Program (ESK) is a program for eligible Three-year-old children to access 15 hours of Kindergarten two years before school where the child is Aboriginal and/or Torres Strait Islander or for children known to Child Protection, or from a Refugee or Asylum Seeker background.

## Fees

Kindergarten is free for all Victorian children. There is no fee for registering. For more information and eligibility, talk to our Enrolment Officers by calling (03) 5422 0239.



# Important dates

## Key Dates

Date	Day	Activity
30 January and 2 February	Friday or Monday	Orientation (booking times will be emailed)
3 February	Tuesday	Full sessions start
17 March	Tuesday	Child free day
17 December	Thursday	Full sessions end

## 2026 Term dates

Period	Start	Finish
Term 1	From 3 February	2 April
School holidays	3 April	19 April
Term 2	20 April	26 June
School holidays	27 June	12 July
Term 3	13 July	18 September
School holidays	19 September	4 October
Term 4	5 October	17 December

## 2026 Public holidays and child free days

Date	Day	Holiday
27 January	Tuesday	Set up day (child free day)
28 January	Wednesday	Set up day (child free day)
29 January	Thursday	Professional development - (child free day)
9 March	Monday	Labour Day (public holiday)
17 March	Tuesday	Professional development - (child free day)
3 April	Friday	Good Friday (public holiday)
8 June	Monday	King's Birthday (public holiday)
3 November	Tuesday	Melbourne Cup – all kindergartens closed except Kyneton
4 November	Wednesday	Kyneton Cup – Kyneton Kindergarten closed only
18 December	Friday	Pack up day (child free day)

# Preparing for kindergarten

## Orientation

The first session of kindergarten for the year is dedicated to orientation. While not compulsory parents/carers and their children can attend orientation to:

- Build familiarity with the environment, teachers, and routines.
- Ease anxiety by answering questions and reducing uncertainty.
- Establish connections between families and educators, fostering a sense of community.
- Share important information about your child's needs, interests, and any concerns.
- Starting kindergarten is a big step, and orientation helps set the foundation for a positive experience.

Orientation sessions are usually split across 2 timeslots on the first day of kinder and run for 1.25 hours. While not compulsory, orientation sessions, in conjunction with other activities can help with the transition to kindergarten.

### Things parents can do before doing orientation.

- Write down your questions and any concerns about your child's transition on the enrolment form.
- Print and read the kindergarten social story with your child to help them become familiar with what to expect.
- Take a walk past the kindergarten so your child can see the building and feel comfortable with the surroundings.
- Attend any scheduled tour sessions to explore the space and meet staff.
- Watch the virtual tour on our website for an extra way to get familiar with the environment.
- Arrange a time to speak with the early childhood teacher if you'd like to create a personalised plan to support your child's settling-in process.

### What to expect at orientation

- Meet educators and other families
- Explore the classroom, activities, and facilities
- Overview of routines and expectations
- Child's opportunity to engage in play-based activities
- Educators' opportunity to meet the children and begin building a relationship with the child
- Opportunity to share information about your child, or organise another time to further discuss

We are committed to making sure your child has the best start to kindergarten. If your child has not settled during orientation, please speak with their teacher to develop a settling in plan.

# Preparing for kindergarten

## What to bring

Please clearly label all your child's belongings.



**Backpack**



**Lunchbox**



**Water bottle**



**Change of clothes**



**Broad brim hat**



**Winter Clothing**



**Gumboots**



**Pull ups (if required)**

## What to wear

Clothing should be comfortable and weather appropriate. Kindergartens provide smocks for messy activities, but clothes still get wet or dirty. Please pack extra clothes in your child's bag. We ask that no singlets, sleeveless dresses, thongs or crocs be worn.

Our kindergartens have uniforms which are not mandatory. Uniforms can be ordered through:

**Beleza School Uniforms - Gisborne**  
42C Aitken Street  
Gisborne VIC 3437



# Preparing for kindergarten

## Packing a lunchbox

We promote a healthy lifestyle to children, including eating nutritious food, maintaining oral health and participating in physical activity. We recommend that you provide healthy snacks, lunch and water only for your child.

### You are responsible for packing:

- A drink bottle (water only) - this can be refilled during the day
- Lunch
- 2 x snacks for morning and afternoon tea.

As your child grows and develops you may need to pack more food.

Some of our kindergartens have progressive snack times which means children don't all have to eat at the same time. Generally, there is a mid-morning snack, a lunch period and an afternoon snack.

Morning Snack

Lunch

Afternoon snack



## Allergen Awareness

Many children have serious food allergies. We ask that you are mindful about common allergens like nuts, seeds, eggs and wheat. You will be notified if there is a severe anaphylaxis child in your kindergarten group. You may be asked to not to bring that product to kindergarten.



# Preparing for kindergarten



## Activities to practice with your child

- Dressing themselves
- Using tissues
- Washing their hands
- Opening their lunchbox
- Carrying their own bag

**The skills above are more than just getting ready for kindergarten activities. It helps your child develop other skills like:**

- fine motor skills (e.g. opening lunchbox clips or zips)
- gross motor skills (e.g. standing on one leg to pull on a pair of pants)
- cognitive skills (e.g. remembering the steps to put a bag over their shoulders)
- language (e.g. naming equipment for keeping clean and why we wash our hands)
- awareness of time and space as they learn to dress for certain occasions and weather conditions

## Toilet Training

Children are **not required** to be toilet trained before they start kindergarten but here are some tips to get your child started.

- teach your child words for going to the toilet like 'wee', 'poo' and, 'I need to go'.
- let your child try sitting on the potty or toilet to help them feel comfortable with using a toilet.
- use positive encouragement if the child attempts to use the potty/toilet.
- in summer start trialing putting cloth underpants on your child to help them understand the feeling of wetness.

Visit Raising Children Network for more tips and advice,  
[raisingchildren.net.au/preschoolers/health-daily-care/toileting/toilet-training-guide](https://raisingchildren.net.au/preschoolers/health-daily-care/toileting/toilet-training-guide)



# Staying in touch



## Enrolment or personal information

For enrolment and registration matters we will primarily communicate with you by email. Some emails may go to spam folders so please check these folders regularly.

Please contact our Enrolment Officer at [kinderenrolment@mrsc.vic.gov.au](mailto:kinderenrolment@mrsc.vic.gov.au) or on (03) 5422 0239 to amend any registration details if you or your child's circumstances have changed. **Please ensure your details are kept up to date.**

## General information

Our Early Years Communication Team will send key communications during the year including:

- Term updates
- Illness or health advice
- Enrolment reminders
- Staff movement.

For general enquiries you can contact [earlyyearscommunications@mrsc.vic.gov.au](mailto:earlyyearscommunications@mrsc.vic.gov.au)

## Teacher and educators

Call your service directly to advise if your child will be absent or have a contagious illness.

Parents can discuss anything with their teacher or educators including concerns and feedback.

You can:

- speak with them before or after session **or**
- arrange a 1:1 meeting.

Teachers and educators will use **Kinderloop** to provide updates on your child's time in the kindergarten. These will be linked to the curriculum outcomes. You will be set up with a Kinderloop account closer to your child's start date.

## Transition Statements

Transition statements are developed for each child attending a Four-Year-Old Pre-Prep kindergarten program in preparation for school Term 1. Visit the Department of Education website for more information, <https://www.vic.gov.au/transition-school-resources-families>

# Staying in touch

## Helping in the classroom

There are a range of ways parents and/or guardians can get involved in our kindergarten. Talk to your child's educators to find out how you can be involved.

Parent/carer helpers, are required to have a [Victorian Working with Children's Check \(WWCC\)](#) or Victorian Teachers Registration (VIT), and adhere to Child Safe Standards and Child Safety and Wellbeing Policies, and sign the Safety Wellbeing Code of Conduct.

You will be sent a Parent/carer helper form at the end of Term one.

## Concerns and complaints

For any concerns or complaints please follow our procedure:

- Discuss concerns or complaints with the teacher or educators.
- If you would like additional support, contact the Regional Team Leader.
- If your concern is not resolved, contact Coordinator Early Years services.

You can also make a complaint directly to the Department of Education through an authorised officer from your local QARD regional office

## Contacts and queries

<b>Enrolment and Registration</b> Early Years Enrolment Officers	Carmen Wattis and Donna Southall (03) 5422 0239 <a href="mailto:kinderenrolment@mrsc.vic.gov.au">kinderenrolment@mrsc.vic.gov.au</a>
<b>Early Years Communications</b>	Phelon Manski <a href="mailto:earlyyearscommunications@mrsc.vic.gov.au">earlyyearscommunications@mrsc.vic.gov.au</a>
<b>Regional Team Leaders</b>	Kylie Golz 0408 113 604 or Kate McDermott 0418 511 052 <a href="mailto:eyregionalleader@mrsc.vic.gov.au">eyregionalleader@mrsc.vic.gov.au</a>
<b>Coordinator Early Years Services</b>	Samantha Waymouth 0428 238 894 <a href="mailto:swaymouth@mrsc.vic.gov.au">swaymouth@mrsc.vic.gov.au</a>
<b>Department of Education</b>	(03) 5440 3111 7-15 McLaren Street, Bendigo 3552
<b>Reporting suspected child abuse</b> <b>Commission for children and young people</b>	North Division Intake 1300 664 977 After hours 131 278
<b>Maternal &amp; Child Health Services</b>	(03) 5422 0281 <a href="mailto:mchadmin@mrsc.vic.gov.au">mchadmin@mrsc.vic.gov.au</a>

# The Kinder Classroom

## Kindergarten drop-off and pick-up

Parents/guardians/carers are responsible for:

- completing the authorised nominee section of their child's enrolment form before their child attends the service. You can add authorised nominees at any time of the year
- ensuring educators are aware a child has arrived at or left the service
- collecting their child on time at the end of each session
- alerting educators if they are likely to be late collecting their child
- supervising their own child before signing them in and out of the program.
- supervising other children in their care, including siblings, whilst at the service.

**Please do not let other children out of the gates as you enter and exit.**

## Single and Multi-age groups

Our kindergarten groups are a mix of single age (solely 3-year old or 4-year old cohort) and multi-age groups.

Multi-age groups are a mix of 3- and 4-year-old (Pre-Prep) children. In these groups, ages can range from 3-6 years old, allowing:

- Leadership opportunities for older children
- more complex play opportunities for younger children
- potential teacher continuity across 2 years of kindergarten.

## Rotational groups

A rotational model is where a larger group (e.g. Echidna) is made up of a numbered sub-group (e.g. 1,2,3). Each child is allocated to a small group (e.g. Echidna 1) and will share the kindergarten program with either of the other groups on each day. *Example timetable below*

Monday 8.30 - 4pm	Tuesday 8.30 - 4pm	Thursday 8.30 - 4pm
Echidna 1	Echidna 1	
Echidna 2		Echidna 2
	Echidna 3	Echidna 3

# Inclusion and Support

## Our Approach to Inclusion

At Kindergarten we believe that every child is unique and deserves an inclusive environment where they can thrive. Our approach to inclusion focuses on celebrating diversity and creating a welcoming space for all children. We welcome all children regardless of background, gender, experience or religion.



## Children with developmental delays

We are committed to supporting any child who has a developmental delay. If your child needs assistance, please ensure that your enrolment form identifies this and that you add supporting documentation. For further information, call our Enrolment Officer on (03) 5422 0239.

## Kindergarten Inclusion and Transition Support Officer (KITSO)

The Kindergarten Inclusion and Transition Support Officer (KITSO) supports children with disabilities, developmental differences and/or vulnerabilities to access and participate in two years of funded kindergarten prior to school. The KITSO also supports Teachers and Educators to identify and refer children with additional needs to early intervention services; develop inclusion strategies across all early childhood education and care settings; and promote positive transitions to kindergarten and on to school.

## Preschool Field Officers

Preschool Field Officers (PSFOs) provide short-term guidance and coaching to early childhood educators to help children with additional needs. The program operates within kindergarten programs and does not deliver direct intervention to a child.

Support to educators may include:

- providing
- information, resources and strategies
- assisting educators in identifying additional needs
- modelling of specific skills, suggestions, and strategies with educators

Your child's educator will submit a referral for PSFO support should they need additional coaching or guidance. If you have any questions or would like to know more about the Preschool Field Officer program you can speak with your child's educator.

# Inclusion and Support



## Kindergarten Inclusion Support Funding

The Kindergarten Inclusion Support (KIS) program enables kindergartens to be responsive to the individual abilities, interests and needs of children living with a disability, developmental delay or complex medical needs. The KIS program provides resources for educators to deliver an inclusive program for children with additional needs to support their learning and development



## Sunbury Cobaw Community Health

Sunbury and Cobaw Community Health is a not-for-profit community health organisation providing a comprehensive range of free and low-cost health, wellbeing and community services.

Sunbury Cobaw Health works with our kindergartens delivering programs like the Smiles 4 Miles and allied health services through School Readiness Funding.

## MCH

The maternal and child health service is free and supports your child's health and development from birth until school age.

Outside of the Universal MCH program, the maternal and child health team can provide enhanced support and address additional concerns. A 24-hour helpline (13 22 29) helpline is available for children up to the age of 5.

# Medical Conditions and Plans

If your child has a medical condition, we follow a strict protocol relating to policies and procedures developed in alignment with The Education and Care Services National Regulations 2011 (*Regulation 168*).

If your child has a health care need, allergy or relevant medical condition, families will be required to work with your kindergarten team on:

- the appropriate management of medical conditions
- providing a medical management plan
- developing an appropriate risk minimisation and communication plan
- providing chemist labelled medication

**Please note your child will not be able to commence kindergarten until the appropriate medication and medical plans have been received.**

## Medication

Medication (including prescription, non-prescription, over the counter and homeopathic medications) can only be administered to a child at a service with the authorisation of a parent/guardian or person with the lawful authority to consent. **All medications need to have a chemist label.**

Your child's teachers and educators follow strict guidelines when administering which you can read in detail as part of the [Early Years Policy - Administration of Medication](#)

## Epilepsy

Epilepsy is managed in strict accordance with policies and procedures. Our staff aim to understand the individual child and manage the condition in accordance with an Epilepsy Management Plan. Epilepsy training will need to be conducted prior to your child commencing kindergarten. Please ensure you communicate this during enrolment processes to ensure your child can commence kindergarten at the start of the year. Please find more information here:

[Early Years Policy - Epilepsy](#)

# Medical Conditions and Plans

## Anaphylaxis and Allergy Action Plans

There are different types of ASCIA action plans:

**ascia**  
www.allergy.org.au

**ACTION PLAN FOR Anaphylaxis**

Name: \_\_\_\_\_ Date of birth: DD / MM / YYYY  
Confirmed allergen(s): \_\_\_\_\_  
Family/emergency contact(s):  
1. \_\_\_\_\_ Mobile: \_\_\_\_\_  
2. \_\_\_\_\_ Mobile: \_\_\_\_\_  
Plan prepared by: \_\_\_\_\_ (doctor or nurse practitioner) who authorises medications to be given, as consented by the parent/guardian, according to this plan.  
Signed: \_\_\_\_\_ Date: DD / MM / YYYY  
Antihistamine: \_\_\_\_\_ Dose: \_\_\_\_\_  
This plan does not expire but review is recommended by: DD / MM / YYYY

**How to give adrenaline (epinephrine) devices**

**EpiPen®**  
Form: fat around EpiPen and PULL OFF BLUE SAFETY RELEASE  
Hold leg off and PLACE CHARGE END against outer mid-thigh (with or without clothing)  
PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds REMOVE EpiPen®  
EpiPen® 0.150 mg/ml is prescribed for children 15-20kg  
EpiPen® 0.300 mg/ml is prescribed for children over 20kg and adults

**Anapen®**  
PULL OFF BLACK NEEDLE SHIELD  
PULL OFF GREY SAFETY CAP from red button  
PLACE NEEDLE END (black) against outer mid-thigh at 90° angle (with or without clothing)  
PRESS RED BUTTON for 10 seconds REMOVE Anapen®  
Anapen® 500 is prescribed for children and adults over 50kg

**MILD TO MODERATE ALLERGIC REACTIONS**

**SIGNS:**  
• Swelling of lips, face, eyes  
• Hives or welts  
• Tingling mouth  
• Abdominal pain, vomiting these are signs of anaphylaxis for insect allergy

**ACTIONS:**  
• Stay with person, call for help  
• Locate adrenaline device  
• Give antihistamine - see above  
• Phone family/emergency contact  
• Insect allergy: flick out sting if visible  
• Tick allergy: seek medical help or freeze tick and let it drop off

**Watch for ANY ONE of the following signs:**  
• Difficult or noisy breathing  
• Swelling of tongue  
• Swelling or tightness in throat  
• Wheeze or persistent cough

**IF IN DOUBT GIVE ADRENALINE DEVICE**  
Commence CPR at any time if person is unresponsive and not breathing normally

Please ensure:

- This form is **completed in full by a doctor**
  - Includes **doctor's signature**
  - Provide a **colour** copy to staff.
  - All child's details are correct and up to date
  - A clear and recent photo of your child is attached
  - Includes a review date
- Action plans are to be provided alongside all chemist labelled medication. (e.g. Ventolin, spacers etc.)

All action plans will be reviewed by your child's teacher and kindergarten regional team leaders.

## Asthma Action Plans

The Asthma Australia plan is the preferred medical plan as recommended in our policy (but it is not the only acceptable form)

**ASTHMA ACTION PLAN**  
Take me when you visit your doctor

Name: \_\_\_\_\_  
Plan date: \_\_\_\_\_ Review date: \_\_\_\_\_  
Doctor details: \_\_\_\_\_  
EMERGENCY CONTACT  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**WELL CONTROLLED** is all of these...  
• needing reliever medicine no more than 2 days/week  
• no asthma at night  
• no asthma when I wake up  
• can do all my activities

**FLARE-UP** Asthma symptoms getting worse such as any of these...  
• needing reliever medicine more than usual OR more than 2 days/week  
• woke up overnight with asthma  
• had asthma when I woke up  
• can't do all my activities

**SEVERE** Asthma symptoms getting worse such as any of these...  
• reliever medicine not lasting 3 hours  
• woke up frequently overnight with asthma  
• had asthma when I woke up  
• difficulty breathing

**EMERGENCY** is any of these...  
• reliever medicine not working at all  
• can't speak a full sentence  
• extreme difficulty breathing  
• feel asthma is out of control  
• lips turning blue

**OTHER INSTRUCTIONS**  
Other medicines, treatments, diet, dietitian etc.

**CALL AMBULANCE NOW**  
Dial Triple Zero (000)

**START ASTHMA FIRST AID**  
Turn page for Asthma First Aid

If you are using a dual purpose reliever, your doctor will discuss the correct plan for you. Updated 13 October 2023

Please ensure:

- This form is **completed in full by a doctor**
- Includes a **doctor's signature**
- Provide a **colour** copy to staff.
- All child's details are correct and up to date
- A clear and recent photo of your child is attached
- Includes a review date

Action plans are to be provided alongside all chemist labelled medication (e.g. Ventolin, spacers etc.)

All action plans will be reviewed by your child's teacher and kindergarten regional team leaders.

# Illness, immunisation and first aid

## Illness, infections and absences

If your child is unwell, please keep your child at home until they are well and advise the service of their absence. The kindergarten will contact you to collect your child if they become unwell at kindergarten. **Please ensure your phone contact details are up to date.**

## Infectious Diseases

If your child has an infection, please notify the kindergarten as it may be necessary for the service to contact the Communicable Disease Section Unit - Victorian Department of Health who are responsible for advice relating to infectious diseases including common infections like influenza, whooping cough, headlice and hand, foot and mouth disease.

- [Staying healthy: Preventing infectious diseases in early childhood education and care services - 6th Edition](#)
- [Exclusion table for infectious disease at children's services](#)

## Immunisation Requirements

Under the 'No Jab, No Play' legislation an early childhood education service cannot confirm enrolment of a child unless the parent and/or guardian has provided an up-to-date copy of the child's Immunisation History Statement from the Australian Immunisation Register (AIR). The statement shows the child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule and is on track with the catch-up schedule
- has a medical exemption not to be vaccinated.

If your child is not up to date, council runs regular immunisation clinics. To view the timetable and make a booking please go to [Immunisation - Macedon Ranges Shire Council](#)

## Accessing your child's immunisation history

Parents and/or guardians can print a copy of their child's Immunisation History Statement by:

- accessing their MyGov account
- calling the AIR on phone 1800 653 809
- visiting a Medicare or Centrelink office.

## First Aid Kits

All teachers and educators are trained in first aid, and kits are kept at each kindergarten.



## SunSmart kindergartens

Sun protection is used whenever UV levels are 3 or higher. All children are required to wear a SunSmart approved hat that protects their face, neck and ears.

These include:

- Legionnaire
- Broad brim
- Bucket hat

Peak caps and visors are not considered a suitable alternative.

Children without a hat of a high UV day, will be required to play in a shaded area.

SPF 30 (or higher) broad-spectrum, water-resistant sunscreen is provided at the service, however families can provide an alternative sunscreen to be left at the service if their child has sunscreen sensitivity.



We encourage children to wear sun protective hats and clothing when travelling to and from kindergarten.

Visit the SunSmart website for more information [sunsmart.com.au](http://sunsmart.com.au)

## Keeping kindergartens green

At each of our kindergartens, we are:

- no longer using single-use plastics
- choosing sustainable products where available
- buying in bulk to reduce packaging
- encouraging reuse and upcycling
- using the four-bin system correctly, just like at home
- recycling soft plastics, stationery, art & craft items
- committed to finding more sustainable solutions.

All of our families can get involved by considering things like:

- what food and snacks are packaged in
- choosing plastic free when possible
- using reusable and not single-use plastics.

For example reusable yoghurt pouches, beeswax wraps or foil for snacks.



Learn more about reducing waste by visiting [mrsc.vic.gov.au/waste-reduction](http://mrsc.vic.gov.au/waste-reduction) or downloading the MRSC waste app



Our policies reflect our vision and are ensure high quality education and care for the children who attend our services. Policies are on Kinderloop or here: [MRSC Early Years Policies](#)

## Sleep and rest

We provide children with a safe, secure environment for rest at kindergarten. Educators will respond to the unique needs of each child, considering conversations with parents, home circumstances, and the child's overall health and wellbeing. There are no fixed sleep routines; instead, educators will respond to each child's requirements. We ensure there are sufficient quiet areas for children with appropriate lighting, airflow, and noise levels to facilitate rest, relaxation, quiet time, or sleep when necessary. We encourage parents to communicate their child's specific needs with our educators.

## Celebrations

To ensure celebrations are appropriate, educators and regional team leaders will consider:

- The context of the service
- Planned activities are appropriate to the development of the children
- The event is relevant, meaningful, inclusive and welcoming
- Family/guardians have been consulted
- Children have input and choice to participate or not participate
- It is safe (Risk Management Plan has been completed)
- It is culturally safe and respectful

We respect that not all celebrations will be appropriate for your group or your service. The safety and wellbeing of children will always be our main priority in any celebration or event.

## Gifts

Kindergarten staff follow a strict Code of Conduct to ensure fairness and integrity in their work. Staff cannot accept cash or cash equivalents (gift cards, vouchers, scratchies etc.) and any gift that could be seen as influencing their professional duties is not permitted.

If a gift is offered, staff are required to report it to their manager and, in some cases, complete a disclosure form.

Please note that gifts of significant value (over \$500 from the same source within five years) are considered “disclosable” under the Local Government Act.

If you wish to show appreciation, a card or a small token is always welcome.

# Keeping children safe



## Our role as an organisation

Council follows the Child Safe Standards and the Reportable Conduct Scheme, which create distinct sets of responsibilities for organisations, but have been designed to complement one another. For more information visit <https://ccyp.vic.gov.au/child-safe-standards/> or refer to our [Early Years Child Safe Environment and Wellbeing Policy](#).

In line with the Council's commitment to child safety, all kindergarten volunteers and students are required to have a Victorian Working with Children's Check.

Privacy of complaints is maintained, and information is only disclosed as required by legislation. Permission is not required from parents and/or guardians of a child to make a report where any abuse is suspected.

## Information sharing scheme

The Child Information Sharing (CSI) Scheme is legislation that allows authorised organisations and professionals working with children and young people (0-18) to share information without parents' permission in circumstances that promote a child's wellbeing or safety. A person's safety takes preference over someone's privacy. Generally, your information will not be shared without your consent. But if there is a serious threat to an individual's life, health safety or welfare, your information may be shared without your consent to lessen or prevent this serious threat.

Authorised organisations can request and share confidential information if the Child Information Sharing Scheme threshold is met. The disclosing information entity must reasonably believe that sharing the information may assist the receiving information sharing entity to carry out one or more of the following activities;

1. making a decision, an assessment or plan relating to a child or group of children;
2. initiating or conducting an investigation relating to a child or group of children;
3. providing a service relating to a child or group of children
4. managing any risk to a child or group of children.

For more information visit <https://www.vic.gov.au/child-information-sharing-scheme>.

# Keeping children safe

## Mandatory reporting of child abuse

The following professional groups are required to make a report to Child Protection where they form a reasonable belief that a child has been or is at risk of significant harm, as a result of physical or sexual abuse, and the child's parents have not protected or are unlikely to protect the child from that abuse:

- Registered medical practitioners
- Nurses including midwives
- Victorian police officers
- Registered teachers and school principals
- Out of home care workers (excluding voluntary foster and kinship carers)
- Early childhood workers
- Youth justice workers
- Registered psychologists
- School counsellors
- People in religious ministry.

As a mandated reporter, Council is legally obliged to:

- make a report to Child Protection if a Teacher or Educator believes on reasonable grounds that a child is in need of protection from physical injury, emotional or sexual abuse
- make the report as soon as practicable after forming that belief
- make a report each time they become aware of any further grounds for their belief.

In addition, any person who believes on reasonable grounds that a child needs protection can make a report to Child Protection. Child Protection will decide when follow up is required and how to classify the report. This may mean providing advice to the reporter, progressing the matter to an investigation, or referring the family to support services in the community, or taking no further action.

More information can be found by clicking here [Child Protection](#)

**To report any concerns regarding a child, call North Division Intake **1300 664 977** during business hours or call the After-Hours Child Protection Emergency Service: **13 12 78****

**To report concerns about the immediate safety of a child after hours, call the After-Hours Child Protection Emergency Service: **13 12 78**.**

# Emergency management



Our kindergartens implement an SMS emergency text system to notify parents and staff of emergencies including total fire ban days, emergency incidents and relocation destinations. Please be aware, Emergency SMS will be sent to Parents 1 and 2 on your child's enrolment. Other forms of communication such as social media and email made be used in times of need.

## Kindergarten closures

In the event of High ratings, all services operate as usual.

- All services will be closed on a '**Catastrophic**' day.
- Macedon Kindergarten will be closed on any days that are declared '**Extreme**' or '**Catastrophic**' and days declared as '**Total Fire Ban**'.

Kindergarten	Location	On Bushfire at Risk Register	Pre-emptive Action			
			Total Fire Ban	High	Extreme	Catastrophic
Macedon Kindergarten	in township, one way access/exit	YES	CLOSED	Open unless specific threat	CLOSED	CLOSED
Kyneton Kindergarten	in township	NO	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Woodend Kindergarten	in township	YES	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Lancefield Kindergarten	in township attached to MCH	YES	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Romsey Kindergarten	in township, attached to MCH	NO	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Riddells Creek Kindergarten	in township, attached to MCH	YES	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Swinburne Avenue Children's Centre (Gisborne)	in township	YES	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Manna Gum Family and Children's Centre (Gisborne)	in township, attached to MCH and EY office	YES	OPEN	Open unless specific threat	Open unless specific threat	CLOSED