



Kindergarten Information Guide

Three year old program

2020



The four year old kindergarten program at Home Road Kindergarten is supported by the Victorian Government.

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Purpose of this Information Guide

This guide is to provide you with information about Home Road Kindergarten to help prepare you and your child for the kinder year. It may prompt some questions for you to ask during Orientation and is also useful to share with other carers who may be involved in your child's kindergarten year. You will receive a detailed Handbook later this year and may wish to visit <https://www.education.vic.gov.au/parents/Pages/default.aspx> for practical information for parents.

Kindergarten Readiness

Kindergarten is an important year for a young child and for many children, it can be their first experience away from parents or caregivers. It is important that you help your child prepare for kinder so their first experiences are as comfortable as possible. The following tips may be helpful to you:

- Talk about kinder in everyday conversations. Go for a walk past kinder in the holidays.
- If your child is not used to leaving you even for short periods, organise to leave your child with a friend for a few hours.
- Discuss any concerns that you may have with the kindergarten educators during your Induction Information Session at the start of the year.
- Ensure that you attend the Orientation Session and your Induction Information Session. During the sessions, be sure to show your child the toilets and where their bag and belongings go. Introduce your child to the educators.
- Help your child to be confident and settle well by being positive and confident about kinder.
- Help your child to decorate their kinder hat and/or bag.

Starting the year

The first weeks of the Kindergarten year will run with a modified timetable to allow educators and children to get to know each other better. This will include shortened session times and half group attendances to ensure children are as relaxed as possible and do not get over-tired. All children settle into the kinder routine in their own way, with some adapting quicker than others. Please ensure that parents are contactable by phone in the early weeks.

Your child's induction attendance timetable will be provided to you at a later date.

Toilet training: We strongly encourage children to be toilet trained before commencing kindergarten, unless there is a diagnosed additional need. Please discuss with your child's teacher any concerns you may have regarding your child not achieving this prior to kinder commencing.

Commencement of Three Year Old Program

Children must have turned three years old to attend this program and for those entering the program later in the year, must turn three years old by 30 April 2020. Children CANNOT commence attending kindergarten until they are three years of age. For younger children who do not complete the standard induction process at the start of the year, families can discuss with their child's teacher how best to induct their child. This may include attending shorter session times, or having a parent/carer stay with them for short periods.

Families with children born between 1 January and 30 April need to make an informed choice about which year they would like their child to commence school and therefore which year their child will attend a funded four year old kindergarten program. For those families who decide their child will start school in the year they turn six, completing a second year of three year old kindergarten may be the preferred option. More detailed information is available on pages 5 and 6.

As part of our enrolment process, teachers will discuss the option of a second year of three year old kindergarten with the family of each child born between 1 January and 30 April. For those families who elect to complete a second year of three year old kindergarten, the child's place and group preference is guaranteed. For families who are undecided and may need more time to consider the options, we recommend participating in both three year old and four year old enrolment processes until further advised.

Immunisation Legislation

The State Government legislation, known as “No Jab No Play”, requires children to be fully immunised before they can commence at early childhood education and care services. The only exception is if your child has a medical contraindication from a doctor, or if your child meets the eligibility criteria for the 16 week ‘Grace Period’.

An Immunisation History Statement from the Australian Immunisation Register is the required form of evidence of up to date immunisation. **Please note: Your child’s place will not be confirmed until we receive the required evidence.**

Other immunisation records, such as your child’s MCHN book, a letter from a medical doctor or a local Council immunisation service, a ‘homeopathic immunisation’ or a statutory declaration from you are not acceptable.

Immunisation History Statements are available on request at any time by contacting Medicare:

- online – through [MyGov](https://my.gov.au/LoginServices/main/login?execution=e1s1) <<https://my.gov.au/LoginServices/main/login?execution=e1s1>> once an account has been created
- [Medicare Express Plus App](https://www.humanservices.gov.au/customer/services/express-plus-mobile-apps) <<https://www.humanservices.gov.au/customer/services/express-plus-mobile-apps>> once a MyGov account has been created
- over the counter – at a [Medicare Service Centre](http://findus.humanservices.gov.au/) <<http://findus.humanservices.gov.au/>>
- by phone – call the Australian Immunisation Register on 1800 653 809

Families who do not hold a Medicare card must call the AIR to request an Immunisation History Statement.

A Translating and Interpreting Service is available by calling 131 450, Monday to Friday from 8:30am to 4:45pm.

If you are experiencing difficulties accessing vaccinations or required related documents, please contact us for assistance as soon as you are able. In some cases children can commence at the service while the required documents are obtained.

The Australian Government also have ‘No Jab, No Pay’ measures, which means that parents who do not fully immunise their children will have their Family Tax Benefit (family assistance) payments reduced. Free immunisation catch-up arrangements are available.

Parents can read more about these laws here: <https://www2.health.vic.gov.au/no-jab-no-play>
<https://www.dss.gov.au/our-responsibilities/families-and-children/benefits-payments/strengthening-immunisation-for-young-children>

Enrolment of children with a birth date between 1 January and 30 April¹

All children are eligible to access a funded four year old kindergarten program of 15 hours per week for 40 weeks (or 600 hours) in the year before school.

Families of children with birth dates between 1 January and 30 April have a choice about whether their child will commence school in the year they turn five or the following year, and therefore whether they commence four year old kindergarten in the year they turn four or the year they turn five.

All children learn and develop in different ways. Some children may benefit from starting school at a younger age, while other children may benefit from starting later. Families with children born between 1 January and 30 April need to make an informed choice about which year they would like their child to commence school and therefore which year their child will attend a funded four year old kindergarten program.

Prior to enrolment, families with children who are born between 1 January and 30 April need to choose carefully, as children are expected to complete a full year of kindergarten in the year they enrol and begin attending and are only funded for one year of kindergarten before school (unless they are eligible for an Early Start Kindergarten grant or a second year of funded kindergarten).

Families who have questions about the best time for their child to commence school, and hence kindergarten, are encouraged to discuss this decision with an early childhood teacher, Maternal and Child Health Nurse, Prep teacher or School Principal and other professionals involved in supporting the development of their child.

Early childhood teachers can help to reassure concerned families by discussing the ways in which their child's individual learning and development needs can be supported within the kindergarten program.

During the kindergarten year, the early childhood teacher and the child's parents will work together to plan for the child's transition to school. This will involve open and honest communication about the child's learning and development, and strategies to facilitate a smooth transition.

Guidelines for a Second Year of Four Year Old Kindergarten

The Department of Education and Training (DET) provides funding to support children to access a four year old kindergarten program in the year before they start school. In most cases it is appropriate for a child to transition to school after their kindergarten year. Schools are responsible for ensuring all students have access to a quality education that meets their diverse needs and are obligated under the *Disability Discrimination Act 1992* to make adjustments to accommodate students with a disability.

In exceptional circumstances where a child is observed to display delays in key outcome areas of learning and development, the possibility of a second year of funded four year old kindergarten may be considered.

However, a second year should only be considered where the kindergarten program is deemed to be the most appropriate learning program and environment for that individual child, and that the child will achieve better outcomes at kindergarten than if they go to school.

Careful consideration should be given to this decision as in many cases, school can be the most appropriate environment for a child with identified delays or disabilities for a number of reasons including:

- increased contact time in an educational environment
- strong peer/friendship group support
- access to additional support, equipment or specialist staff.

It is important to consider the anticipated barriers to the child achieving good outcomes in school and what the experience of an additional year in kindergarten will provide to address these barriers.

¹ Sourced from The Kindergarten Funding Guide, *Department of Education and Training*

From the time of enrolment in a kindergarten program, regular communication between the parent and the early childhood teacher in relation to a child's learning and development is very important. If a parent and/or early childhood teacher observes that a child's learning and development is not progressing at a rate similar to their peers, strategies can be planned and implemented to support the child's learning and development in those specific areas.

When considering whether a second year of funded four year old kindergarten will benefit a child, the early childhood teacher and parent must ensure that the child meets the eligibility criteria for a second year.

A child receiving Early Childhood Intervention Services support may be eligible for a second year of funded kindergarten; however this should not be assumed to be the case. A full second year assessment process must be carried out for each individual child for whom a second year is being considered, as depending on the child's circumstance it may be appropriate for the child to transition to school rather than a second year of kindergarten.

Eligibility

Determining eligibility for a second year of funded kindergarten

The early childhood teacher is responsible for determining a child's eligibility to receive a second year of funded kindergarten. The assessment for determining eligibility should factor in:

- ongoing observations over the time they have spent with the child
- any formal assessments undertaken, which can be supported by Pre School Field Officers and tools such as Early Abilities Based Learning and Education Support
- consultation with the child's parents.

Eligibility criteria

The early childhood teacher can declare that a child is eligible to receive a second year of funded four year old kindergarten if:

- the child is observed as having delays in at least two outcome areas of learning and development detailed in the *Victorian Early Years Learning and Development Framework*; and
- there is evidence to suggest the child will achieve better outcomes if he/she attends a second year of four year old kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

Assessing against outcomes

To declare that a child is eligible to receive a second year of funded four year old kindergarten, the early childhood teacher must have observed a delay in at least two of the following five outcome areas as identified in the *Victorian Early Years Learning and Development Framework*:

- identity (emotional development)
- community (social development)
- wellbeing (self care)
- learning (cognitive development)
- communication (receptive/expressive language)

For more information, please speak to your child's teacher and refer to the DET website at

<https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/kindergarten-second-year.aspx>

National Quality Framework

To ensure Australian children get the best possible start in life, all Australian governments agreed to implement the National Quality Framework (NQF) for Early Childhood Education and Care. The NQF sets consistent, high quality standards for early childhood education and care, and outside school hours care services. It typically covers long day care, preschool/kindergarten, outside school hours and family day care services across Australia. The Australian Children's Education and Care Quality Authority or ACECQA guides the implementation of the National Quality Framework across Australia.

The National Quality Standard (NQS) sets benchmarks for the quality of children's education and care services in Australia. The NQS highlights the importance of children's development and education as well as relationships with families. Services are assessed and rated against seven quality areas that make up the NQS. Each service receives an overall NQS rating and a rating for each of the seven quality areas. Home Road Kindergarten has been rated as Exceeding the National Quality Standards.

The Early Years Learning Framework is a national document that compliments the NQF by providing educators with specific learning outcomes for the early childhood years. There are five outcomes; Identity, Community, Wellbeing, Learning and Communication which form the basis of our program.

To read more about the NQF, NQS and ratings, please visit <http://www.acecqa.gov.au/families>

Child Safe Standards and Reportable Conduct Scheme

The Victorian Government is committed to the safety and wellbeing of all children and young people. As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, which found that more must be done to prevent and respond to child abuse in our community, there is a regulatory landscape surrounding child safety, underpinned by the PROTECT Child Safe Standards.

The Child Safe Standards are compulsory minimum standards for all Victorian early childhood services and schools, to ensure they are well prepared to protect children from abuse and neglect.

From 1 January 2019, Victorian early childhood services also need to comply with the Reportable Conduct Scheme which is overseen by the Commission for Children and Young People, to respond to allegations of child abuse.

Parents can read more about this here:

http://www.education.vic.gov.au/Documents/about/programs/health/protect/EarlyChildhood_FactSheet_Parents.pdf
<https://ccyp.vic.gov.au/reportable-conduct-scheme/>

Our Commitment to Child Safety

Home Road Kindergarten is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Home Road Kindergarten has zero tolerance for child abuse.

Home Road Kindergarten is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Home Road Kindergarten has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Kindergarten Handbook

You will be provided with a detailed handbook at a later date, which outlines all you need to know about bringing your child to Kinder to make it a fun, enjoyable and safe learning experience. The following topics are highlights from the handbook and you will be able to access a full copy on our website:

- **Suitable Clothing**
 - Ensure your child is dressed in comfortable, easy to manage clothing which provides coverage in summer to meet our Sun Protection Policy and warm clothes in winter for outdoor play.
 - Thongs or Crocs are dangerous when climbing and running and therefore should not be worn at Kindergarten. Sandals and sneakers are ideal.
 - Please label all belongings, especially those that are removed such as coats, jumpers, hats.
 - At the start of the year, please bring a spare set of clothes to be kept at kinder or ensure your child always have a change of clothes in their kinder bag.

- **Sun Protection Policy**
 - Each child and educator will be required to have appropriate head, shoulder and leg coverings during attendance at Kindergarten. No singlets or strappy dresses to be worn.
 - Legionnaire hats are supplied for all children. Baseball style caps do not meet SunSmart requirements.
 - We require children to come to Kindergarten wearing appropriate hats and sunscreen on days of risk to ultraviolet exposure, particularly during the months between August through to April.

- **Drop off and pick up of children**
 - It is in the best interest of your child that you ensure that they are dropped off on time and collected promptly at the end of each Kindergarten session.
 - We need authorisation in writing of all persons who will be collecting children and photo ID may be required.
 - It is compulsory that parents/carers sign their child in and out and write the time when they deliver and collect their child from Kindergarten, in the Attendance Book for every session.
 - A late collection fee may be applicable – more details in Fee Information for Families.

- **Personal Items – Please keep all toys and personal items at home and refrain from taking them to kindergarten as they may get lost or broken.**

- **Morning/Afternoon Snacks/Lunch – We promote healthy eating and active lifestyles.**
 - Your child may need to bring either a morning and/or afternoon snack (and lunch for longer sessions), including a water bottle and all containers should be labelled.
 - The food should be packed in a container the child can open themselves, such as a lunch box or cooler bag.
 - We are a NO NUT and NO EGG kindergarten so please ensure you DO NOT pack nuts or nut products, whole eggs or quiche in your child's lunchbox (other food limitations may be advised at the start of the year).
 - We request healthy and nutritious food choices are provided in children's lunchboxes and ask families to join us in promoting this with children. Full details of recommended snack foods are included in the Handbook.

- **Illness and Absence**
 - Within such a small community as Kindergarten, colds and other infectious diseases are easily transmitted. We ask you to keep your child at home during the acute stages of any illness to minimise the spread of infectious diseases or other germs.
 - If prescribed medication is to be administered then the parental request should be accompanied by written medical advice, consent and very clear instructions for its administration. The medication must be in its original packaging with label intact, bearing the child's name, dosage, instructions and expiry date. Please pass the medication directly to the educators – do not leave it in your child's bag.
 - In the event of sudden illness or accident of a child, emergency procedures will take place and parents will be contacted. Further details are available in the Home Road Kindergarten policy manual located in the foyer or on our website.

- Parental Assistance at kindergarten. There are various ways in which you can help with the running of the Kindergarten:
 - Families are asked to participate in our duty roster. Parents/carers or other family members are encouraged to attend one or two sessions per term to help assist with the program. You are welcome to bring siblings when doing kinder duty.
 - The Kindergarten is run by a Committee of Management, made up of volunteer parents and meetings are held once a month. Please consider joining the Committee or Subcommittees and being involved in the operations of the Kindergarten.
 - Laundry. Parents are asked to take home the washing that consists of the art smocks, hand towels and kitchen tea towels approximately once or twice during the year.
 - Working Bees. The maintenance of the Kindergarten grounds is the responsibility of the parent Committee. Therefore, working bees are held during the year to help with the upkeep of the Kindergarten. Note that part of the fee schedule includes a maintenance levy, which is refundable upon attendance at a working bee. The levy will be refunded via a reduced rate for the term following the working bee.
 - Junk material. If you think you have anything that may be useful for us at Home Road, please let us know what you have before bringing it in. Bottle tops, scrap paper, foil paper, corks, small boxes, wood off-cuts, material etc may be appreciated.

- Money handling – We prefer that kinder fees are paid by BPay or EFT, however if you are paying by cheque or cash please place in an envelope marked with your child's name and group and place in the red safe in the foyer. Please do not leave it in your child's bag or hand it to your child's educators.

Fee Information for Families Attending in 2020

1. Why fees are necessary

The Department of Education and Training (DET) provides funding for each child enrolled and attending kindergarten in the year before school as a contribution toward the costs of providing the program. Services meet the balance of costs through charging fees and fundraising activities.

DET provides a Kindergarten Fee Subsidy (see below) that enables children from eligible families to attend a kindergarten program free of charge in the year before school.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.

Home Road Kindergarten provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

2. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the Kindergarten Fee Subsidy
- the availability of other income sources, such as grants
- suggested fee capping by Hobsons Bay City Council for four year old program
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of The Kindergarten Funding Guide (Department of Education and Training) available from the DET website: www.education.vic.gov.au

Once fees are set for the year, they will only be reviewed in extraordinary circumstances, for example, if enrolments drop and the service is at risk of not being able to meet its expenses.

3. Other charges

Other charges levied by Home Road Kindergarten are included on the Statement of Fees and Charges. These may include:

- **Enrolment administration fee:** A non-refundable administration fee secures a child's place in the three year old program at the service and is payable on acceptance of enrolment. This payment is to cover administrative costs associated with the enrolment application of a child for a place in the program. This deposit is retained as part payment on term fees.
- **Kindergarten fee deposit:** This payment secures a child's place in the four year old program at the service and is payable on acceptance of enrolment. The deposit is retained as part payment on term fees. Families eligible for the Kindergarten Fee Subsidy (see below) will not be required to pay the deposit, upon presentation of supporting documentation. Families experiencing hardship should discuss any difficulties with the service.
- **Excursion/service event charge:** At times throughout the year an additional excursion(s) or event(s) may be arranged where it is considered relevant to the service's program and the children's interests. At this time any additional costs to families are taken into consideration before a decision is made (refer to *Excursions and Service Events Policy*).

- **Refundable Maintenance levy:** The participation of parents/guardians is encouraged by the service and can help to keep costs more affordable. However not all families are able to assist at the service. A refundable maintenance levy system is used by the service and this levy is payable with Term 1 fees. Payment will be refunded to parents/guardians on participation in one working bee during the year (working bees are held once per term). Eligible concession card holders will not be required to pay this levy. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.
- **Non-refundable levy:** This levy is retained by the service and is included in the total fees charged by the service.
- **Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service (refer to Delivery and Collection of Children policy). It is the responsibility of parents/guardians to collect their child/ren promptly at the conclusion of a session. This charge will be set at a level determined by the Committee of Management. A late collection fee may be applied when:
 - The parents/guardians are between 15 and 30 minutes late in collecting their child. The fee will be based on \$10 for every 10 minutes, or part thereof, from the conclusion of the session.
 - The parents/guardians are over 30 minutes late collecting their child. The fee will be based on \$10 for every 10 minutes, or part thereof, for the first 30 minutes from the conclusion of the session and then \$15 for every 10 minutes or part thereof, after that.

Please note, if the parents/guardians cannot be contacted and do not collect their child within one hour from the conclusion of the session, Child Protection, local police and DET may be contacted.

- **Late payment penalty:** If fees are not received by the due date, a late payment penalty may be implemented unless prior arrangement has been made with the Committee of Management. Currently the penalty is \$20 per term.

4. Statement of fees and charges

A statement of fees and charges for four year old, three year old kindergarten and Bush Kindergarten is included in this document.

5. Fundraising

Not all service costs are covered by DET per capita funding and the fees charged. Fundraising is undertaken to meet the balance and/or pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and communities to come together. The Committee of Management will ensure that fundraising income is kept separate from the service's operating budget and that families will be informed about expenditure of fundraising income.

6. Subsidies

6.1 Kindergarten Fee Subsidy (four year old programs only)

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend 15 hours of kindergarten free of charge. Eligibility conditions may change from time to time and must be checked in the most recent edition of the Kindergarten Funding Guide (refer to *Sources*).

Families may be eligible for the Kindergarten Fee Subsidy in the year before school if their child:

- is Aboriginal and/or Torres Strait Islander; or
- holds, or has a parent/guardian who holds a Humanitarian or refugee Visa; or
- is a multiple birth child (triplets or more); or
- holds, or has a parent who holds a Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Affairs Card.

Exclusions and exceptions: Not available for long day care services in receipt of Commonwealth Child Care Benefit.

Where a child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander, no verification is required.

In all other instances, supporting documentation should be sighted by the service on acceptance of a place or on commencement in the program, however where there are delays, such as in obtaining health care cards for children in out-of-home care, the delay should not provide a barrier to the child accessing the Kindergarten Fee Subsidy. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

6.2 Early Start Kindergarten fee subsidy

Three year old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

7. Payment of fees

The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions (EFT or Bpay). The first term's fees must be received in full prior to the child commencing at the service. For children enrolled after the commencement of a term (except due to age), a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided on request.

Parents/guardians experiencing difficulty in paying fees are requested to contact the Bookkeeper/Manager to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

8. Unpaid fees

If fees are not paid by the due date and the parents/guardians have not communicated the reasons for late or non-payment of fees, the following procedures will be implemented:

- A first reminder notice will be sent via email from our Bookkeeper advising fees are overdue, giving seven (7) days for payment. A copy of this notice will be kept on file.
- If payment has not been received by the specified date or no contact has been made with the Bookkeeper, Manager or Committee Members, the parents/guardians will be sent a second reminder via text message from the Manager requesting immediate payment of fees.
- If payment of fees is still not received after the second reminder, either the President or Treasurer will make contact with the parent/guardian by telephone to discuss payment or to arrange a meeting to develop an agreed payment plan. Notes of contact/conversation will be kept on file.
- If a meeting is arranged, the President or Treasurer can elect to invite a member of the Executive to assist. Minutes of this meeting will be kept on file. If a payment plan is agreed on, both parties will sign the agreed plan and a copy will be given to the parents/guardians and placed on file.
- If the parents/guardians fail to attend the meeting or make a payment, a final email will be issued requesting full payment within seven (7) days, or to discuss a payment plan. This email will also include information on a range of support options available for the family. The email will notify the family that if payment is not received, the child's place may be cancelled.
- If fees are not received by the due date, a late payment penalty may be implemented unless prior arrangement has been made with the Committee of Management. Currently the penalty is \$20 per term.
- If a decision is made to withdraw the child's place at the Centre, the parents/guardians will be provided with 14 days' notice in writing.
- The Treasurer/Bookkeeper and any Committee Members involved will ensure the *Privacy and Confidentiality Policy* of the Centre is complied with in relation to the family's financial/personal situation and staff will not be involved in any stage of this process. Staff may be consulted on a child's attendance rates and any other information required.
- The Approved Provider reserves the right to not allow further placements to any child in the family in kindergarten programs until all outstanding monies are paid, or a payment plan is agreed and adhered to by both parties.
- The Approved Provider reserves the right to take action to recover debts owing to the centre. This can include the engagement of debt collectors. Using a debt collector will be considered as a final option after attempts to implement other payment procedures have been offered.

The Centre wishes to reiterate that if a family is experiencing any form of financial difficulty in meeting their Term fees obligations, then please do not hesitate to make contact and communicate this to us. There are various forms of assistance available, for example, reasonable instalment plans or time extensions under certain circumstances.

9. Refund of fees

If a family becomes eligible for the Kindergarten Fee Subsidy during a term and provides supporting documentation, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week. In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management). Refunds or pro rata refunds may apply only in the following cases:

- Up to the commencement of Term 1, a full refund of four year old kindergarten fees may be given on written application to the Approved Provider, provided the place can be filled by another child.
- Up to the commencement of Term 1, a refund of three year old kindergarten fees (less the Enrolment administration fee of \$100) may be given on written application to the Approved Provider, provided the place can be filled by another child.
- After commencement of Term 1, pro rata refunds may be available provided the place can be filled by another child. Written application to the Approved Provider is required and pro rata refunds will be calculated from the date that the place is filled.

There will be no refund of fees in the following circumstances:

- a child's short term illness
- public holidays
- family holiday during operational times
- cancellation of a session or closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training or orientation days
- closure of the service due to extreme and unavoidable circumstances
- where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled, or where an educator recommends less hours in the best interests of the child
- for places vacated during Term 4.

10. Children turning three during the year of enrolment

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three year old kindergarten program. Children can only commence the program when they have turned three (must be prior to 30 April in year of attendance).

11. Support services

Families experiencing financial hardship often require access to family support services. Information on these services may be available from the kindergarten service provider or alternatively, families may contact the local council.

12. Notification of fee changes during the year

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

Statement of Fees and Charges – Four year old

Fee schedule 2020

Four year old (funded) kindergarten

Hours: 15 hours per week

	Fees (\$)	Refundable Maintenance Levy (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Refundable Maintenance Levy (\$)	Total (\$)
Term 1	461.00	50.00	511.00	0		0
Term 2	461.00		461.00	0		0
Term 3	461.00		461.00	0		0
Term 4	461.00		461.00	0		0
Total	1,844.00	50.00	1,894.00	0		0

Payment of fees

Invoices for Term 1 will be issued in Term 4 of the year prior to commencement. Invoices for Terms 2, 3 and 4 will be issued prior to the commencement of each term and must be paid by the due date. If fees are not received by the due date, a late payment penalty may be implemented unless prior arrangement has been made with the Committee of Management.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments.

Maintenance Levy

A refundable maintenance levy system is used by the service and this levy is payable with Term 1 fees. Payment will be refunded to parents/guardians on participation in one working bee during the year (working bees are held once per term). Eligible concession card holders will not be required to pay this levy. The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

Statement of Fees and Charges – Three year old

Fee schedule 2020

Three year old kindergarten

Hours: 6, 6.5 or 7 hours per week

	Fees (\$) 6 hours (Green)	Fees (\$) 6.5 hours (Purple)	Fees (\$) 7 hours (Yellow)	Refundable Maintenance Levy (\$)
Administration Fee	100.00	100.00	100.00	
Term 1	405.00	447.00	490.00	50.00
Term 2	505.00	547.00	590.00	
Term 3	505.00	547.00	590.00	
Term 4	505.00	547.00	590.00	
Total	2,070.00	2,238.00	2,410.00	50.00

Payment of fees

Invoices for Term 1 will be issued in Term 3 of the year prior to commencement (or when offer is made). Invoices for Terms 2, 3 and 4 will be issued prior to the commencement of each term and must be paid by the due date. If fees are not received by the due date, a late payment penalty may be implemented unless prior arrangement has been made with the Committee of Management.

Administration fee

Parents/guardians are required to pay the administration fee on offer of a place. This payment is retained and deducted from term fees. Payment will secure the child's place in the three year old kindergarten program. This fee is non-refundable.

Maintenance Levy

A refundable maintenance levy system is used by the service and this levy is payable with Term 1 fees. Payment will be refunded to parents/guardians on participation in one working bee during the year (working bees are held once per term). The levy is not intended to be a barrier to participation and families experiencing difficulties should discuss this with the service.

Early Start Kindergarten fee subsidy

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee information for families) will not be required to make fee payments.

Children turning three during the year

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three year old kindergarten program. Children can only commence the program when they have turned three (must be prior to 30 April in year of attendance).

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

Statement of Fees and Charges – Bush Kinder

Fee schedule 2020

Bush kindergarten program – Rainbow group

Hours: 4 hours per week

	Fees (\$) 4 hours (Rainbow)
Term 1	420.00
Term 2	420.00
Term 3	420.00
Term 4	420.00
Total	1,680.00

Payment of fees

Invoices for Term 1 will be issued in Term 4 of the year prior to commencement (or when offer is made). Invoices for Terms 2, 3 and 4 will be issued prior to the commencement of each term and must be paid by the due date. If fees are not received by the due date a late payment penalty may be implemented unless prior arrangement has been made with the Committee of Management. Currently the penalty is \$20 per term.

Early Start Kindergarten fee subsidy

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee information for families) will not be required to make fee payments.

Children turning three during the year

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the bush kindergarten program. Children can only commence the program when they have turned three (must be prior to 30 April in year of attendance).

Late collection charge

The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families).

Home Road Kindergarten Policies

A full copy of all Kindergarten policies are available in our Policy folder in the Kindergarten foyer for families to read, however, it must not be removed from the centre. The policies are also available for viewing on our website; <http://www.homeroadkindergarten.vic.edu.au/about-us/policies/>. We encourage all families to make themselves familiar with our policies and procedures as this is an important aspect of our centre operations and our collaborative partnership with families. Please do not hesitate to raise any questions or concerns with educators, administration staff or committee of management members. Parents are invited to attend committee meetings if they have a topic they wish to discuss. Minutes of committee meetings are available to parents upon request.

Code of Conduct Policy

Purpose

This policy provides guidelines to enable Home Road Kindergarten to:

- establish the expected standards of behaviour for the Approved Provider, Nominated Supervisor, staff, contractors, volunteers, students on placement, parents/guardians and visitors
- create and maintain a child safe environment that reflects the philosophy, beliefs, objectives and values of Home Road Kindergarten
- promote desirable and appropriate behaviour
- promote interactions at the service which are respectful, honest, courteous, sensitive, tactful and considerate.

Policy statement

1 Values

Home Road Kindergarten:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (refer to *Definitions*) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and visitors to support and participate in the program and activities of the service.

2 Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in Day to Day Charge, staff, contractors, volunteers, students on placement, parents/guardians and visitors attending the programs and activities of Home Road Kindergarten.

3 Background and legislation

Background

Codes of Conduct establish standards of behaviour to be followed and define how individuals are expected to behave towards each other, towards the children in their care, and towards other organisations and individuals in the community.

The Approved Provider, Nominated Supervisor and staff have a duty of care to the children attending the service and must ensure "that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury" (National Law: Section 167).

The *National Quality Standard* requires that staff are collaborative, respectful and ethical and that "professional standards guide practice, interactions and relationships" (*National Quality Standard: 4.2 and 4.2.2*).

Employers also have a legal responsibility to provide, as far as is practicable, a safe workplace that is free from discrimination, bullying and harassment.

Child Safe Standard 3 requires services to develop and review codes of conduct that establish clear expectations for appropriate behaviour with children including:

- how to respond to risks adults may pose to children or that children may pose to each other
- how to ensure the cultural safety of Aboriginal children and culturally and linguistically diverse children
- how to be inclusive of all children, including children with a disability.

A Code of Conduct should be informed by the service's philosophy, beliefs and values, and based on ethical principles of mutual respect, equity and fairness. Consideration should be given to the Victorian Teaching Profession *Code of Conduct* and the *Code of Ethics* and to the Early Childhood Australia's *Code of Ethics* in developing the code of conduct.

The Approved Provider must ensure that the Nominated Supervisor, staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Home Road Kindergarten adhere to the expectations outlined in the Code of Conduct when communicating to and interacting with:

- children at the service and their parents and family members
- each other
- others in the community.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Charter of Human Rights and Responsibilities Act 2006* (Vic)
- Child Safe Standards (Vic)
- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*: Sections 166, 167, 174
- *Education and Care Services National Regulations 2011*: Regulations 155, 156, 157, 175
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009* (Cth)
- Fair Work Regulations 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements
 - Standard 4.2: Management, educators and staff are collaborative, respectful and ethical
 - Element 4.2.2: Professional standards guide practice, interactions and relationships
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Racial Discrimination Act 1975*
- *Racial and Religious Tolerance Act 2001* (Vic)
- *Sex Discrimination Act 1984* (Cth)
- *Victorian Institute of Teaching The Victorian Teaching Profession Code of Conduct*
- *Victorian Institute of Teaching The Victorian Teaching Profession Code of Ethics*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au>

4 Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Bullying: Repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying occurs when one or more people deliberately and repeatedly upset or hurt another person, damage their property, reputation or social acceptance.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Ethical conduct: Behaviour which reflects values or a code of conduct.

Harassment: When someone is demeaning, derogatory or intimidating towards another person. Harassment includes:

- racial taunts
- taunts about sexual orientation or gender identity
- sexual harassment: unwelcome physical, verbal or written behaviour of a sexual nature
- repeated insulting remarks.

Investigator: A person/staff member assigned or organization engaged with the responsibility of investigating suspected breaches of the Code of Conduct by the Approved Provider.

Notifiable complaint: A complaint that alleges a breach of the Education and Care Services National Act or Regulation, or alleges that the health, safety or wellbeing of a child at the service may have been compromised. Any complaint of this nature must be reported by the Approved Provider to the secretary of DET within 24 hours of the complaint being made (Section 174(2)(b), Regulation 176(2)(b)). Written reports to DET must include:

- details of the event or incident
- the name of the person who initially made the complaint
- if appropriate, the name of the child concerned and the condition of the child, including a medical or incident report (where relevant)
- contact details of a nominated member of the Grievances Subcommittee/investigator
- any other relevant information.

Written notification of complaints must be via the National Quality Agenda IT system (NQAITS):

<http://www.acecqa.gov.au/national-quality-agenda-it-system>. If the Approved Provider is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation.

Respect: Demonstrating regard for the rights of individuals, for different values and points of views.

Serious incident: A serious incident is defined as (regulation 12):

- the death of a child -
 - while being cared for by an education and care service; or
 - following an incident while being educated and cared for by an education and care service
- any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service -
 - which a reasonable person would consider required urgent medical attention from a registered medical practitioner (examples include broken limbs or anaphylaxis reaction), attention of a registered medical practitioner; or
 - for which the child attended, or ought reasonably to have attended a hospital.
- any incident where the attendance by emergency services at the education and care service premises was sought, or ought reasonably to have been sought
- any circumstances where a child being educated and cared for by an education and care service appears to be missing or cannot be accounted for;
 - appears to have been taken or removed from the education and care services premises in a manner that contravenes National Regulations;
 - is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

The Regulatory Authority must be notified of a serious incident (section 174(2)(a)) **in writing in the case of:**

- the death of a child, as soon as practicable but within 24 hours of the death, or the time that the person becomes aware of the death
- any other serious incident, within 24 hours of the incident or the time that the person becomes aware of the incident

Written notification of serious incidents must be submitted via the ACECQA portal using the appropriate forms at <http://acecqa.gov.au/notifications>.

Support: Work in a co-operative and positive manner.

5 Sources and related policies

Sources

- Early Childhood Australia, *Code of Ethics*: www.earlychildhoodaustralia.org.au
- United Nations, *The Universal Declaration of Human Rights*: <http://www.un.org/en/universal-declaration-human-rights/>
- United Nations, *Convention on The Rights of the Child*: <http://www.unicef.org/crc/>
- Victoria Legal Aid: www.legalaid.vic.gov.au
- Victorian Institute of Teaching – The Victorian Teaching Profession Code of Conduct and Code of Ethics: <http://www.vit.vic.edu.au>

Service policies

- *Child Safe (formerly Child Protection) Policy*
- *Complaints and Grievances Policy*
- *Delivery and Collection of Children Policy*
- *Interactions with Children Policy*
- *Occupational Health and Safety Policy*
- *Privacy and Confidentiality Policy*
- *Relaxation and Sleep Policy*
- *Staffing Policy*

Procedures

The Approved Provider or Persons with Management or Control is responsible for:

- providing a safe environment for staff, contractors, volunteers, students on placement, parents/guardians, children and others attending the programs and activities of Home Road Kindergarten
- providing guidance through leadership and by being a positive role model
- developing and updating/reviewing codes of conduct for Home Road Kindergarten in collaboration with the Nominated Supervisor, staff, parents/guardians, children and others involved with the service (refer to Attachments 1 and 3)
- ensuring that staff, volunteers, students and parents/guardians are provided with a copy of this policy on employment, engagement or enrolment at the service and that the current codes of conduct are publicly displayed and promoted to everyone including contractors and visitors
- ensuring that staff complete and sign the *Code of Conduct Acknowledgement* (refer to Attachment 2) and that these are filed with individual staff records upon engagement in the service
- ensuring that the codes of conduct are regularly discussed at staff meetings to reinforce expectations
- developing a culture of accountability within the service for complying with the code(s) of conduct and being prepared to respond when behavioural expectations are not adhered to
- ensuring that all children being educated and cared for at Home Road Kindergarten are protected from harm and any hazard likely to cause injury (National Law: Section 167) and that the children know who to speak to about any concerns and that their concerns are followed-up
- working with the Nominated Supervisor, staff, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of care of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157)
- ensuring that contractors, volunteers, parent/guardians, students or visitors at the service are not placed in a situation where they are left alone with a child
- respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal

- notifying DET in writing within 24 hours of a serious incident (refer to *Definitions*) or of a notifiable complaint (refer to *Definitions*) at the service (National Law: Sections 174(2)(b) and 174(4), National Regulations: Regulations 175(2)(c) and 176(2)(b)) via the NQAITS
- referring notifiable complaints (refer to *Definitions*), grievances or complaints that are unable to be resolved appropriately and in a timely manner to the Grievances Subcommittee/investigator (refer to *Complaints and Grievances Policy*)
- activating the *Complaints and Grievances Policy* on notification of a breach of the *Code of Conduct Policy*
- taking appropriate disciplinary or legal action, or reviewing the terms of employment in the event of misconduct or a serious breach of the *Code of Conduct Policy*
- contacting Police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated or where sexual abuse or grooming is suspected as outlined in the *Child Safe (formerly Child Protection) Policy*.

The Nominated Supervisor and Persons in Day to Day Charge is responsible for:

- ensuring that the children educated and cared for at Home Road Kindergarten are protected from harm and from any hazard likely to cause injury (National Law: Section 167)
- providing guidance through their leadership and by being a positive role model
- assisting the Approved Provider to develop codes of conduct for staff and parents/guardians, students, contractors, volunteers and visitors (refer to Attachments 1 and 3)
- completing and signing the *Code of Conduct Acknowledgement* for staff (refer to Attachment 2)
- adhering to the Code of Conduct for staff at all times
- informing the Approved Provider in the event of a serious incident (refer to *Definitions*), of a notifiable complaint (refer to *Definitions*) or of a breach of the *Code of Conduct Policy*
- contacting Police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated, or where sexual abuse or grooming is suspected as outlined in the *Child Safe (formerly Child Protection) Policy*
- working with the Approved Provider, staff, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct
- ensuring that parents/guardians, students and volunteers sign the code of conduct (refer to Attachment 4)
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of care of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157)
- developing practices and procedures to ensure that parent/guardians, students, contractors, volunteers or visitors at the service, are not placed in a situation where they are left alone with a child
- respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal
- understanding and accepting that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action, or a review of their employment.

All staff are responsible for:

- assisting the Approved Provider to develop a code of conduct for staff (refer to Attachment 1)
- completing and signing the *Code of Conduct Acknowledgement* (refer to Attachment 2)
- adhering to the code of conduct for staff (refer to Attachment 1) at all times
- providing guidance to students, volunteers, parents/guardians, students and visitors through positive role modelling and, when appropriate, clear and respectful directions
- working with the Approved Provider, Nominated Supervisor, their colleagues, students, volunteers, parents/guardians and others at the service to provide an environment that encourages positive interactions, supports constructive feedback and holds one another to the codes of conduct

- ensuring that parents/guardians, students, contractors, volunteers and visitors at the service are not placed in a situation where they are left alone with a child
- informing the Approved Provider in the event of a serious incident (refer to *Definitions*), of a notifiable complaint (refer to *Definitions*) or of a breach of the *Code of Conduct Policy*
- contacting Police in an emergency situation where it is believed that there is an immediate risk, such as when violence has been threatened or perpetrated or where sexual abuse or grooming is suspected as outlined in the *Child Safe (formerly Child Protection) Policy*.
- respecting individual abilities, needs, cultural practices and beliefs in all interactions, both verbal and non-verbal
- understanding and accepting that serious breaches of this code will be deemed misconduct and may lead to disciplinary or legal action, or a review of their employment.

Parents/guardians are responsible for:

- reading the *Code of Conduct Policy*
- completing and signing the Code of Conduct for parents/guardians (refer to Attachment 3 and 4)
- abiding by the Code of Conduct for parents/guardians
- complying with all policies of the service.

Students, contractors, volunteers and visitors while at the service, are responsible for following this policy and its procedures.

Code of conduct for parents/guardians, students, volunteers, contractors and visitors

I commit to contributing to creating an environment at Home Road Kindergarten that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (refer to *Definitions*) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

Relationships with children

In our relationships with children, I commit to:

- being a positive role model at all times
- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to each child's cultural values
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

Relationships with the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in Day to Day Charge, staff and others

In my relationships with the Approved Provider, Persons with Management or Control, Nominated Supervisor, Person in Day to Day Charge, staff, other parents/guardians, volunteers and visitors I commit to:

- reading and abiding by the *Code of Conduct Policy*
- developing relationships based on mutual respect
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy
- following the directions of staff at all times
- treating the kindergarten environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
- raising any complaints or grievances in accordance with the *Complaints and Grievances Policy*.

Privacy statement

We believe your privacy is important. Home Road Kindergarten has developed a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below.

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parents/guardians	<ul style="list-style-type: none"> To enable us to provide for the education and care of the child attending the service To manage and administer the service as required
The Approved Provider if an individual, or members of the Committee of Management if the Approved Provider is an organisation	<ul style="list-style-type: none"> For the management of the service To comply with relevant legislation requirements
Job applicants, employees, contractors, volunteers and students	<ul style="list-style-type: none"> To assess and (if necessary) to engage employees, contractors, volunteers or students To administer the individual's employment, contracts or placement of students and volunteers

Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

Disclosure of personal information, including health information

Some personal information, including health information, held about an individual may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment
- insurance providers, in relation to specific claims or for obtaining cover
- law enforcement agencies
- health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- anyone to whom the individual authorises us to disclose information.

Laws that require us to collect specific information

The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*, *Associations Incorporation Reform Act 2012 (Vic)* and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child's enrolment at the service
- a person's employment with the service
- the ability to function as an incorporated association.

Access to information

Individuals about whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our *Privacy and Confidentiality Policy*, which is available on our website or by request.

For information on the *Privacy and Confidentiality Policy*, please refer to the copy available on our website, at the service or contact the Approved Provider/Nominated Supervisor.