

# MARIA MONTESSORI PRESCHOOL



## FAMILY HANDBOOK 2025

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## **1. WELCOME!**

We at the Maria Montessori Preschool hope the years you and your child/children spend with us will be both exciting and enriching. Please take time to read through our handbook which contains information about the program and the responsibilities of parents under the *Education and Care Services National Law & the Education and Care Services National Regulations 2011*. If you have any questions, please feel free to contact us.

## **2. INTRODUCTION**

Maria Montessori Preschool was established in 1977 in Mt. Waverley. After 21 years of successful operation, the Preschool relocated to Wheelers Hill in the year 2000. We are a registered private Kindergarten.

The Preschool is committed to the true Montessori approach and adheres to the principles and practices of a Montessori education for preschool children. It is staffed by qualified, experienced, and dedicated teachers.

Maria Montessori Preschool runs a 4-year-old kindergarten funded program complying with the Universal Access providing 15 hours a week or 600 hours/annum of early childhood education and care. Maria Montessori Preschool will run a funded 3-year-old program complying with the Universal Access providing 15 hours per week or 600 hours/annum of early childhood education and care.

The funding is a contribution towards meeting the costs of the kindergarten program, including salaries, leave provisions, maintenance, equipment, etc. Your child can only be funded at one service at any one time and only for one year (unless your child is assessed as being eligible for a second-year funding by our child's kindergarten teacher). If your child is enrolled to attend our kindergarten program, we will be claiming funding for your child. A minimum of 3 days of preschool attendance is required for those children enrolled in the 4-year-old program, and a minimum of 3 days of preschool attendance is required for those enrolled in our 3-year-old program.

### 3. VISION

## **MONTESSORI EDUCATION IS THE FOUNDATION FOR LIFELONG LEARNING**

**“The most important period of life is not the age of university studies but the first one, the period from birth to the age of six. The more fully the needs of one period are met the greater will be the success of the next.”**

- Dr. Maria Montessori (1870 – 1952)

To attain and maintain best practice in ‘The Montessori Method’ of teaching and learning as well as integrate learning through play and provide high quality education and care to children aged 3 to 6 years.

### 4. MISSION

To provide an environment with didactic materials which will enhance and extend each child’s knowledge, and encourage him/her to explore, learn, and develop independence, confidence, identity, concentration, self-discipline and creativity.

### 5. PHILOSOPHY

At Maria Montessori Preschool we offer early childhood education and care for children 3-6 years old in a respectful and responsive child-centered environment that fosters all aspects of their social, physical, cognitive, emotional and aesthetic development at a pace that is developmentally appropriate.

Children’s self-confidence, independence, self-identity, wellbeing, contribution to their world, learning and communication is valued and fostered in an inclusive and culturally relevant manner.

We use the Montessori Method to extend children’s learning and incorporate child-led learning through play.

Our philosophy, practices and programs are all underpinned by the: Victorian Early Years learning and Development Framework (VEYLDF), the National Quality Framework (NQF) and the key principles of Montessori Method.

We believe in collaborative pedagogy where educators, children, community and parents are equally encouraged to contribute ideas to the educational program.

We consistently and meaningfully engage with children, their families and/or community to understand each child's knowledge, ideas, strengths, culture, abilities, diversity of beliefs, traditions, interests and learning and development in order to develop a child-centered educational program including Indigenous Australians histories and cultures within our program.

We believe that each child develops to be an independent person with a strong sense of self who will improvise and use his/her creativity in working and learning as a healthy, thinking individual and that these traits may remain with him/her throughout his/her life.

We provide a prepared environment with Montessori-designed didactic materials which help children develop concentration and self-discipline. Children work at their own pace with guidance and support from staff. We provide regular and familiar routines so that children can predict what comes next. The children's innate passion for learning is also encouraged by giving them opportunities to engage in spontaneous as well as purposeful activities.

Children engage in the four main areas of the Montessori program - Practical Life, Sensorial, Language and Mathematics. Attention is also paid to the other areas of the Montessori program such as Creative Arts, Music and Movement, Science, Geography and Cultural Studies. Emphasis is on the literacy skills of listening, speaking, reading and writing. These activities are individualised at the child's level of 'readiness'.

We promote inclusion of children with additional needs and provide a child safe, child friendly environment.

We are committed to implementing sustainability into learning and practices in our preschool.

Our preschool's staff and management strive towards best practice focused on what is in the interests of the individual child and his/her family. We believe that an effective environment requires respect for the strengths, skills and resources of each staff member. In recognition of the diversity of backgrounds and experience among staff, we acknowledge the importance of working as a team to provide high-quality care and education.

## **6. OUR COMMITMENT TO CHILD SAFETY**

Our Preschool is committed to ensuring the safety and wellbeing of children is maintained at all times whilst being educated and cared for by educators and staff Maria Montessori Preschool. We promote a child safe environment that minimizes the risk to all children in our care from all types of abuse, harm and neglect. We understand our responsibilities and statutory duty of care to adopt and comply with the National Principles of Child Safe Organisations and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our staff carry out their responsibilities as mandatory reporters as required by law under the *Children, Youth and Families Act 2005* and maintain up to date with knowledge of child protection law and child protection training.

Our staff are recruited through an extensive screening process to ensure they display the right personal qualities and experience to provide high quality supervision and care to child in addition to holding a validated Working With Children Check.

We have zero tolerance for inappropriate behaviour towards children and any breach of child protection law. Any allegation or concern will be responded to promptly by management. We request that you contact our Nominated Supervisor if you have any concerns.

We aim to ensure our education and care service is a tobacco, drug and alcohol-free environment at all times in accordance with Education and Care National Law and Regulations. Smoking or vaping is not permitted in or on surrounding areas of the Service by educators, staff, parents or visitors.

## **7. KEY PRINCIPLES OF THE MONTESSORI METHOD**

- Children learn through sensitive periods.
- Children learn through their senses.
- Children thrive through order and structure.
- Children need freedom.
- Multi-aged classrooms.
- The role of a teacher is to plan and prepare the environment, introducing the materials briefly and systematically.
- Children learn using the didactic materials as they are self-correcting.

- Practical life, sensorial, language and mathematics are the four main areas in the Montessori program.
- Montessori education also includes creative arts, music and movement, science, nature study, geography and cultural studies.
- Montessori curriculum is child-focused and based on principles of child development.
- Materials are made easily accessible to children in the classroom.
- The fundamental or 3-period lesson is used with every demonstration.

**Practical Life:** Through Practical Life exercises children learn to pursue order and independence by using various materials and activities which support the development of fine motor as well as other learning skills needed to advance the more intricate Montessori apparatus. Montessori approach links between the child's home environment and the classroom. Children work with concentration and at their own pace and gain satisfaction and confidence in their achievements when working with practical life materials. Practical life covers four main areas – care of self, care of environment, control of movement and grace and courtesy.

**Sensorial:** Children begin to sort, arrange and classify their many experiences at a very early age. The sensorial materials help the child experience primarily in identifying distinctions between similar and different things. Later the child learns to grade a set of similar objects that differ in colour, size, height, width, texture, dimension, volume, weight and length through the use of their senses. Precise language such as tall/short, thick/thin, light/dark, rough/smooth and so on is attached to these sensorial experiences to make the world even more meaningful to the child.

**Language:** Montessori approach provides a program where reading, writing, listening and speaking are taught as joint units. Language is elaborated and refined through a variety of activities such as stories, rhymes and songs, games, show and tell and classified language cards. The letters of the alphabet are presented to the child laying emphasis on the phonic sounds of each letter. By tracing the sandpaper letter, the children can feel, see, and hear the sounds they make. The indirect preparation of writing is achieved by the development and refinement of the senses of touch, sight and sound. When children have learnt all the sounds of the letters of the alphabet and are able to write them independently, they use the wooden movable letters to reproduce his or her words, phrases, sentences and finally short stories. Children also show keen interest in writing the same on paper or in their writing books. Because children know what they have written, they soon realize they can read back their stories. Slowly they begin reading books both to themselves and others.

**Mathematics:** Sensorial training is of great importance in learning the basics of math. Montessori has a wide variety of concrete materials for this purpose. A child is led to abstract ideas and relationships by dealing with the concrete. Children demonstrate an increasing understanding of measurement and number using vocabulary to describe size, width, length, height, volume and names of numbers through using the Montessori apparatus. Children gain a physical impression of numbers 1-10 by handling number rods, spindle box, sandpaper numbers, numbers and counters etc. The child learns by repetition using the concrete materials before grasping the abstract conceptions and gradually builds up a strong basis for more advanced math. Geometry, algebra and arithmetic are linked in the Montessori Method as they are in life. Through concrete materials the child learns to add, subtract, multiply and divide and gradually comes to understand many abstract mathematical concepts with ease and joy.

**Music, art and craft:** Besides the Montessori equipment the children are encouraged to take part in group/individual singing, creative art, drawing, craft and games according to the interests and talents of the child/teacher. Music sessions include performing, dancing, singing and experimenting with instruments from a variety of cultures.

**Cultural Subjects (Geography, Science, and History):** Children begin with globes and then study maps using jigsaw. They can trace and colour the shapes of each continent as well as placing them in the right place in the puzzle. The landforms teach geographical features. Science materials give opportunities to experiment with magnets, air, water, plant life and life cycles of insects/frog. Our classrooms have a nature table where children can observe, identify, classify and match anything and everything from leaf shapes to different stages of a tadpole's metamorphosis into a frog.

## **8. HOURS OF OPERATION**

The Preschool is open from 8.00 am to 5.45 pm (for a 6.00 pm pick-up), Monday to Friday, 50 weeks/annum. The Preschool will be closed for gazette Public Holidays and two (2) weeks over Christmas season, dates will be announced around May.



## 9. IMMUNISATION

### No Jab No Play – Changes to the Victorian law

Under the 'No Jab No Play' legislation, before enrolling a child, early childhood education and care services must first obtain evidence that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.

On 28 February 2018, the 'No Jab, No Play' legislation was amended so that an Immunization History Statement from the Australian Immunization Register (AIR) is the only form of documentation accepted for the purpose of enrolling in an early childhood education and care service.

Previous forms of documentation, for example a letter from a GP or local council, are no longer accepted.

## 10. STAFF

Frances Stark-Tachimoto	Owner & Manager, Approved Provider
Taryn Kearney	Administration/Finance
Dominique Hockey	Administration
Irene Fernandes	3 / 4 YO Teacher- Educational Leader & Nominated Supervisor
Lankika Nelson	3 / 4 YO Teacher – Certified Supervisor
Neha Visaria	Diploma Qualified Early Childhood Educator
Yasmin Vilcassim	Diploma Qualified Early Childhood Educator
Kokila Mohanakanth	Diploma Qualified Early Childhood Educator
Anjaleena Pathiraja	Bachelor of Early Childhood Teacher
Hashini Karunasena	Diploma Qualified Early Childhood Educator
Udara Epasinghage Dona	Diploma Qualified Early Childhood Educator
Megumi Yamanaka	Currently studying Certificate III in Childhood Education
Nayla De Goldi	Auslan Language Teacher

## 11. CLASS SESSIONS

### **3 YEAR OLDS:**

From 2022, the Department of Education and Training (DET) provides 15hrs/week or 600 hours/annum of education to three-year-old children. Minimum attendance requirement for 3-year-old Montessori preschool program is 3 days. Additional days can be requested.

**Allocation of Places:**

Please note whilst we attempt to accommodate requests made by parents to place their child on their preferred days it is though regrettably impossible to meet all requests. The Management reserves the right to allocate children due to the demand of enrolments and to consider when allocating places, the needs of individual children and Government funding.

Places will be allocated in accordance with the following selection criteria:

1. A sibling of a child who is currently enrolled in and intends to complete, or who has previously completed a 2-year (or optional 3 year) Preschool program.
2. A child whose mother or father completed a 2-year Preschool program at our Preschool.
3. Children enrolled as per the chronological order of registration.

**4 YEAR OLDS:**

From 2013, the Department of Education and Training (DET) requires all preschools / kindergartens to provide 15 hours/ week or 600 hours/annum of education to four-year-old children. Minimum attendance requirement for 4-year-old Montessori preschool program is 3 days. Additional days can be requested.

**Allocation of Places:**

Please note whilst we attempt to accommodate requests made by parents to place their child in their preferred days it is though regrettably impossible to meet all requests. The Management reserves the right to allocate children due to the demand of enrolments and to consider when allocating places, the needs of individual children and Government funding.

Places will be allocated in accordance with the following selection criteria:

1. A sibling of a child who is currently enrolled in and intends to complete, or who has previously completed a 2-year (or optional 3 year) Preschool program.
2. A child whose mother or father completed a 2-year Preschool program at our Preschool.
3. Children who are commencing the 3-year-old program.
4. Children enrolled as per the chronological order of registration.

## 11. EDUCATIONAL PROGRAMS

Cycle 1 is a three-year program for 3 – 6-year-old children, however, as children generally commence primary school at 5 years of age, it is beneficial for them to complete at least two years at Maria Montessori Preschool.

## 12. CHILD CARE SUBSIDY (CCS)

The Preschool has approved status for the purpose of the Childcare Subsidy. To qualify for the Childcare Subsidy (CCS), you MUST provide the parent who has applied for CCS and your Child's Customer Reference Number (CRN) and date of birth. If you do not have a CRN, you need to register for <https://www.humanservices.gov.au/> (Centrelink Online Services) by contacting 136150. For more information you can visit the following website: <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>

You will also be asked to provide copies of your child's immunisation status to Centrelink. CCS entitlements are payable on 42 allowable absences per year. CCS entitlements are payable on all approved absences. These must be recorded with the adequate documentation, i.e. medical certificate

**Please note:** It is your responsibility to notify Centrelink if your circumstances change. The forms that you sign for the purposes of CCS are legal documents, and we would like to remind you that giving false information is a criminal offence.

## 13. FEES

From 1 July 2023, Maria Montessori Preschool charges a flat daily fee of \$148.00 before CCS is applied, irrespective of the hours the child spends at the preschool. Our fees are reviewed once per year and increases usually happen on 1 July each year. Fees are payable fortnightly in advance by Direct Debit. Fees charged are net of CCS (known as GAP). Your child's place will be held for the duration of the Educational program. During the two-week Christmas closure period, no charges will be incurred by families. **Fees are non-transferrable and non-refundable.**

**Discount of Fees** - A discount of 10 % of the daily fee will be given for concurrently attending siblings (second and subsequent siblings, but not the first child).

**Notice of Withdrawal** - Four weeks' notice is required if your child is withdrawn during the year. Failure to do so will incur four weeks of fees.

**Fees Not Paid** - The Preschool reserves the right to take legal action for the recovery of fees not paid. Any expenses, costs or disbursements incurred by the Preschool in recovering any outstanding monies, including debt collection agency fees and solicitor costs will be charged to the account.

**Late Payment of Fees** - A late payment fee of \$ 10.00 is charged if payment is 7 days overdue.

**Late Collection Fee** - If a child is collected after 6.00 pm on more than one occasion a late collection fee of \$ 2.00 per minute will be charged.

**Direct Debit** - We partner with Childcare EasyPay who direct debit your choice of Bank Account, Visa, Mastercard or AMEX. Please note there is a failed payment fee of \$ 9.90 if your direct debit is declined.

**No sign in/out on iPad** – If you fail to lodge your child in or out on our iPad, this will incur a \$5 fee per time.

## 14. KINDERGARTEN FUNDING

Maria Montessori preschool run a 3 and 4-year-old kindergarten funded program complying with the Universal Access providing 15 hours a week of early childhood education and care. The funding is a contribution towards meeting the costs of the kindergarten program, including salaries, leave provisions, maintenance, equipment, etc.

Your child can only be funded at one service at any one time and only for one year (unless your child is assessed as being eligible for a second-year funding by our child's kindergarten teacher). **If your child is enrolled to attend our kindergarten program, we will be claiming funding for your child. Please ensure if your child attends a 2<sup>nd</sup> kindergarten or childcare center please let them know that Maria Montessori has registered your child for the kindergarten funding program and therefore will deliver the transition statement prior to your child attending primary school.**

### 2<sup>nd</sup> year Funded Places

Only 4-year-old kindergarten enrolled children with identified developmental delays as per the Dept. of Human Services (DHS) guidelines will be considered for 2<sup>nd</sup> year funded preschool. There is no 2<sup>nd</sup> year funding available for 3-year-old funded students.

## 15. COMMUNICATION

Close collaboration and communication between the Preschool and home are essential and valued by our Preschool. The teachers are available for a quick chat at drop off and

collection times as long as this does not compromise the supervision of children. If you would like a more in-depth conversation, please contact the office to make an appointment during the teacher's scheduled planning time.

**Educa** is the preferred method of communication with families. It is a private online platform where our Educators document and share daily reflections. It supports Learning Stories, heart-led documentation that is assessment and a way for families and educators to work together. Educators and parents' login online or via the free app.

Email is another method of communication; it is important to check your emails regularly and to ensure that your email address details are kept up to date. Please advise the office of any changes. If a parent/guardian does not have access to email, please advise the office.

In Term 4, a Transition Learning & Development Statement (TLDS) is completed for every child in the 4-year-old program who will be starting school the following year.

## **16. FEEDBACK / CONCERNS**

Maria Montessori staff strive to continually offer best practice. We welcome feedback about the program and will consider any suggestions to improve the quality of care and education of your child.

Initial feedback/concerns should be raised verbally with your child's Teachers or Educators. Although it is often tempting to discuss issues with other parents, it is important the issue is dealt with in an appropriate manner so that a solution may be found swiftly and easily.

Our Preschool is committed to fairness in sorting out disputes and complaints whatever their source. We believe that all parties should be treated with respect and should feel comfortable and secure in expressing dissatisfaction. Management will give any complaint immediate attention.

Formal complaints should be in writing and all concerns will be handled in a discrete, confidential and professional manner. Policy procedures will be followed to resolve the concerns. Procedures may be different depending on the nature of the complaint.

**In accordance with the Education & Care Services National Regulations 2011, parents/guardians are responsible for:**

- raising a complaint directly with the person involved, to resolve the matter without recourse to the complaints and grievances procedures.
- communicating (preferably in writing) any concerns relating to the management or operation of the Preschool as soon as is practicable.
- raising any unresolved issues or serious concerns directly with the Approved Provider, via the Nominated Supervisor/educator.
- maintaining complete confidentiality always.
- co-operating with requests to meet with Management and/or provide relevant information when requested in relation to complaints and grievances.

## **17. ARRIVAL & COLLECTION OF CHILDREN**

Once the child arrives at the Preschool or departs from the Preschool, parents/guardians are legally required to sign their child in or out on the provided iPad. As mentioned, if you fail to log your child into the system, it will result in a fine of \$5.00 per time.

This is a legal requirement by the Department of Education. If you do not complete these records, you may not be eligible to claim CCS.

The reason for this is that the Govt. needs to ensure that children are attending the Preschool on the days the Govt. is paying CCS. In addition, this is also a record of the days the children did or did not attend the Preschool.

Under the CCS, the Govt. will pay its share for 42 days when the child did not attend the Preschool. These 42 days fall in the period 01 July to 30 June each year.

When the 42 days have been used the Govt. may no longer pay part of the fees when the child does not attend, and the family will be required to pay the full fees for those day, unless a valid medical certificate is received.

## **19. ORIENTATION**

When your child is enrolled at Maria Montessori Preschool, you will be given a date to come to the Preschool with your child for an hour's orientation. The Teachers/Educators will explain to you the daily routines and activities and your involvement at the Preschool,

and you will have the opportunity to ask questions. The educators will take you and your child through the classroom and around the grounds of the Preschool and familiarise you and your child with the staff and other children.

## **20. CREATING INDEPENDENCE**

To help further develop your child's independence, the following should be encouraged:

- Ask your child to carry his/her own bag to and from Preschool.
- Encourage them to put on their shoes independently (you can assist with doing them up).
- Encourage them to hang their bag up.
- Say goodbye at the door BEFORE they enter the classroom.

## **21. SEPARATION**

Each child is individual and reacts to new situations in different ways. The key to your child's adjustment will be a cooperative effort between parents and staff. Children need time to adjust to their "new" routine. As a result of this, while your child is adjusting you may see tears and hear "please, I want to go home". This is simply your child's way of handling a new routine. During this adjustment period, it is very common for the tears to stop within minutes of the parent's departure.

For the benefit of your child, please follow through on your departure after saying goodbye. When a parent says goodbye and does not leave, it creates a sense of fear in the child (i.e. maybe mummy's not leaving because something is wrong). As your child masters this new routine, the tears will cease. This is all part of the process of growing up, while at the same time helping to build a confident, self-assured child.

## **22. ITEMS TO BRING**

- Hat
- Jacket
- Slippers (for indoors only & must be fully covered). No thongs or slip-ons
- Small bag - suitable for carrying items to and from Preschool. The bag should be clearly named and easily opened as children are encouraged to pack their own items into their bag.
- A spare set of clothes
- Small lunch bag

- Small water bottle
- A long-sleeved waterproof art smock.
- Library Bag - Please supply a library bag (with cord or flap to close) so that books can be safely transported to and from Preschool.

**Please label all the items with your child's name.** If these items are not labelled, it becomes exceedingly difficult for children and educators to identify their belongings and therefore the item will go into the Lost Property box.

## **23. CLOTHING / TOILET TRAINING**

One of the goals of the Montessori Method is to develop in children self-confidence and a sense of independence. It is important that you dress your child in comfortable clothes that he/she can easily handle alone. This includes boots/Velcro shoes and outer clothing. Your child's day will frequently include painting and outdoor play. Please dress your child appropriately for this type of play. It is important that you and your child feel comfortable about his/her clothing, knowing that spills and stains happen.

In the interest of safety thongs, shoes with heels, sandals or slip-ons without a back strap are NOT permitted to be worn at Preschool.

It is preferable for children to be well on the way to being toilet trained before starting at the Preschool. Please contact us if your child is due to commence but not yet toilet trained.

**Please label all clothing with your child's name, especially jumpers, jackets, hats, gloves, coats and boots.**

## **24. SUNSMART**

Children's skin is more sensitive to sunlight exposure than an adult's skin. Please make sure that you apply sunscreen to your child before the commencement of each session during the warm weather season (beginning of September to end of April) and make sure that your child has a Sun Smart approved sun hat to wear when outdoors at the Preschool. **In accordance with the Education & Care Services National Regulations 2011, parents/guardians are also responsible for:**

- Providing authority (via online enrolment form) for staff to apply sunscreen to their child. This should also be discussed with educators at the Preschool.



- Providing, at their own expense, an alternative sunscreen to be left at the Preschool if their child has a sensitivity to the sunscreen provided by the Preschool.
- Wearing a sunhat, appropriate clothing for sun protection and sunglasses (optional) when outside at the Preschool, applying sunscreen and seeking shade during the times specified in the *Sun Safe Policy*.

## **25. PERSONAL BELONGINGS**

Little fingers love to put "things" in little pockets. Please check your child's pockets before arriving to ensure no small "home" items are making their way into the Preschool. This is for the safety of all children. Also please check upon his/her return home for any unfamiliar objects which might be part of the Preschool's equipment.

It is best to keep toys and jewelry at home. Jewelry is not to be worn at Preschool. Children become terribly upset when items are lost, which can easily happen at preschool.

The staff at Maria Montessori Preschool cannot take any responsibility if any item is lost or broken.

## **26. SHOW & SHARE**

We plan our program around your child's interests. Show & Share is a great way to engage with your child as well as developing their confidence in sharing information within a group setting.

We encourage children to bring to the Preschool, objects of educational interest and value such as books, nature and science objects, current newspaper articles or pictures. Also, photographs and stories of holidays and family interests are a way to extend our knowledge of your child and his/her family. (Please check the notice board for your child's name and date.)

## **27. LIBRARY**

Library days are as follows:

Koala - Monday and Tuesday.

Wombat – Monday and Thursday.

Children may only borrow one book at a time. Books on loan must be returned before re-borrowing and lost/damaged books must be paid for. The fee for a damaged or lost book is \$ 20.00.

Lending Library – This is for 4-year-old kinder children and refers to the readers that we send home with the children to assist them in learning to read.

Koala - Wednesday and Thursday.

Wombat – Wednesday and Thursday.

Children are provided one book at a time. Books must be read by the student to the teacher before being provided with a different book. Lost/damaged books must be paid for, the fee for a damaged or lost book is \$40.00.

## **28. EXTRA CURRICULAR ACTIVITIES**

On alternating weeks, we have sports program and a music program. Our present providers for these programs are Sports4Kinders & Hey dee ho music respectively. These programs are run on a Wednesday and Thursday however these dates are subject to change depending on program providers availability. Notice will be provided to families if this occurs.

## **29. MEDICATION, ACCIDENT, ILLNESS & INCIDENT RECORD**

Forms are kept in each room and will be filled in by a member of staff in the event of medication, accident, illness or incident, etc. Parents will be asked to sign this form as an acknowledgement that they have been informed of any action taken by staff. All medication that is prescribed for a child by a doctor will only be administered by the staff if written instruction is recorded in the book. A Management Plan needs to be supplied to staff signed by the doctor, e.g. for Asthma or Epilepsy. It is very important to make staff aware of any allergies that your child may have.

Staff respects the personal privacy and confidentiality of each child and their family.

**In accordance with the Education & Care Services National Law and Regulations 2011, parents/guardians are responsible for:**

### Dealing with Medical Conditions

- informing the Preschool of their child's medical conditions, if any, and informing the Preschool of any specific requirements that their child may have in relation to their medical condition.
- developing a Risk Minimisation Plan with the Nominated Supervisor and/or other relevant staff members at the Preschool.
- providing a Medical Management Plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This Medical Management Plan must include a current photo of the child and must clearly outline procedures to be followed by educators/staff in the event of an incident relating to the child's specific health care needs.
- meeting the cost of training staff to perform specific medical procedures as relevant to their child, as required.
- notifying the Nominated Supervisor of any changes to the status of their child's medical condition and providing a new Medical Management Plan in accordance with these changes.
- informing the Nominated Supervisor of any issues that impact on the implementation of this policy by the Preschool.

### Administration of Medicine Policy

- ensuring that any medication to be administered is recorded in the medication record kept at the Preschool.
- providing a current Medical Management Plan when their child requires long-term treatment of a condition that includes medication, or their child has been prescribed medication to be used for a diagnosed condition in an emergency.
- ensuring that the details of authorised persons are kept up to date in the child's enrolment form.
- ensuring that prescribed medications to be administered at the Preschool are provided in their original container with the label intact, bearing the child's name, dosage, instructions and the expiry date (Regulation 95(a)(i))
- ensuring that prescribed medications to be administered at the Preschool are within their expiry date.
- physically handing the medication to a staff member and informing them of the appropriate storage and administration instructions for the medication provided.
- clearly labelling non-prescription medications and over-the-counter products (for example sun block) with the child's name. The instructions and use-by dates must also be visible.

- ensuring that no medication or over-the-counter products are left in their child's bag or locker.
- taking all medication home at the end of each session/day;
- informing the Preschool if any medication has been administered to the child before bringing them to Preschool, and if the administration of that medication is relevant to or may affect the care provided to the child at Preschool.
- ensuring that their child's enrolment details are up to date and providing current details of persons who have lawful authority to request or permit the administration of medication.

#### Administration of First Aid Policy

- providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record (refer to *Definitions*);
- providing the required information for the Preschool's medication record (refer to *Definitions*);
- providing written consent (via the enrolment record) for Preschool staff to administer first aid and call an ambulance, if required;
- being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.

#### Incident, Injury, Trauma & Illness Policy

- providing authorisation in their child's enrolment record for the Preschool to seek emergency medical treatment by a medical practitioner, hospital or ambulance Preschool (Regulation 161(1));
- payment of all costs incurred when an ambulance is called to the Preschool to attend to their child at the Preschool.
- notifying the Preschool, upon enrolment or diagnosis, of any medical conditions and/or needs, and any management procedure to be followed with respect to that condition or need (Regulation 162).
- ensuring that they provide the Preschool with a current Medical Management Plan, if applicable (Regulation 162(d)).
- collecting their child as soon as possible when notified of an incident, injury or medical emergency involving their child.
- informing the Preschool of an infectious disease or illness that has been identified while the child has not attended the Preschool, and which may impact on the health and wellbeing of other children, staff and parents/guardians attending the Preschool.

- being contactable, either directly or through emergency contacts listed on the child's enrolment form, in the event of an incident requiring medical attention.
- signing the *Incident, Injury, Trauma and Illness Record*, thereby acknowledging that they have been made aware of the incident.
- notifying the Preschool by telephone when their child will be absent from their regular program.
- notifying staff/educators if there is a change in the condition of their child's health or if there have been any recent accidents or incidents that may impact on the child's care e.g. any bruising or head injuries

## 30. INFECTIOUS DISEASES

Children must not attend the Preschool if they are unwell. If you are doubtful about your child's health, please keep him/her at home. Gastric upsets, impetigo, chicken pox, coughs and colds are most infectious and for the sake of your child and the others in the Preschool, we ask you to cooperate. Please contact staff as soon as possible regarding your child's absence. In the case of a gastric upset, at least 24 hours should have elapsed since the last bowel motion or vomiting attack before your child returns to Preschool.

**Please notify us of any infectious disease as soon as possible.**

Should your child have **head lice** please advise the teacher as soon as they are detected so that other parents may be advised to check their own child's hair. We request that you treat your child's hair before he/she returns to Preschool.

Please refer to the following table:

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### Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

(Public Health and Wellbeing Regulations 2009)

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#### Statutory Rule

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

(a) specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or

(b) specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs are marked in the table with an asterisk (\*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

**Schedule 7 — Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)**

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
COVID-19	Exclude until advised by DHS	Exclude until advised by DHS
Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded

Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immunodeficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
Meningitis (bacterial—other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
Molluscum contagiosum	Exclusion is not necessary	Not excluded
Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head	Exclude until the day after appropriate treatment has commenced	Not excluded

lice)		
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

#### Further information

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

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**In accordance with the Education & Care Services National Regulations 2011, parents/guardians are responsible for:**

#### Dealing with Infectious Diseases

- keeping their child/ren at home when an infectious disease has been diagnosed at the Preschool if their child is not fully immunised against that infectious disease, until there are no more occurrences of that disease, and the exclusion period has ceased.
- informing the Preschool if their child has an infectious disease or has been in contact with a person who has an infectious disease.
- providing accurate and current information regarding the immunisation status of their child/ren when they enrol, and informing the Preschool of any subsequent changes to this while they are enrolled at the Preschool.
- regularly checking their child's hair for head lice or lice eggs, regularly inspecting all household members, and treating any infestations as necessary;
- notifying the Preschool if head lice or lice eggs have been found in their child's hair and when treatment was commenced;
- complying with the *Hand Washing Policy* when in attendance at the service.



## **31. ANAPHYLAXIS / ALLERGIES**

**Due to the serious nature of anaphylaxis, children at risk are not able to commence in the program until a Risk Minimisation Plan has been completed with the staff.**

Anaphylaxis is a severe life-threatening allergic reaction that can develop within minutes of exposure. The full Anaphylaxis Policy is in the Preschool Policy Manual kept in the office and a copy will be provided to the parent/guardian of each child medically diagnosed as of risk of anaphylaxis.

We should all be aware that it is not possible to achieve a completely allergen-free environment in an area that is open to the general community. However, the Preschool has adopted a range of strategies and procedures to reduce the risk of children having an anaphylactic reaction, including:

- washing hands upon arrival at the Preschool, before and after mealtimes, and after outdoor play.
- making all parents aware when there is a child attending the Preschool with a specific allergy.
- insisting certain foods containing known allergens are not brought onto the premises.
- no nuts or nut products.
- no food sharing.
- ensuring tables and bench tops are washed down before and after eating.
- ensuring staff are properly trained to manage an anaphylaxis reaction.
- the use of non-food rewards and non-food celebrations for children during special events or birthday parties.
- ensuring children are contained to one area during snack/mealtimes and are well supervised;
- parents of children at risk of anaphylaxis providing a “treat box” or appropriate safe alternatives for the children during parties/celebrations.

**In accordance with the Education & Care Services National Law & Regulations 2011, parents/guardians of a child at risk of anaphylaxis are responsible for:**

- Providing an ambulance contact (with all details) and card (available from Metropolitan Ambulance Service)
- In accordance with the Education & Care Preschool National Regulations 2011, informing staff, either on enrolment or on initial diagnosis, of their child’s allergies

- completing all details on the child's enrolment form, including medical information and written authorisations for medical treatment, ambulance transportation and excursions outside the Preschool
- assisting the Approved Provider and staff to develop an anaphylaxis risk minimisation plan (refer to Attachment 3)
- providing staff with an anaphylaxis medical management action plan signed by a registered medical practitioner and with written consent to use medication prescribed in line with this action plan.
- providing staff with an unused, in-date and complete adrenaline auto-injector kit
- ensuring that the child's anaphylaxis medical management action plan is specific to the brand of adrenaline auto-injection device prescribed by the child's medical practitioner.
- regularly checking the adrenaline auto-injection device's expiry date
- assisting staff by providing information and answering questions regarding their child's allergies
- notifying staff of any changes to their child's allergy status and providing a new anaphylaxis medical management action plan in accordance with these changes
- communicating all relevant information and concerns to staff, particularly in relation to the health of their child
- complying with the service's policy where a child who has been prescribed an adrenaline auto-injection device is not permitted to attend the Preschool or its programs without that device.
- complying with the risk minimisation procedures outlined in Attachment 1
- ensuring they are aware of the procedures for first aid treatment for anaphylaxis (refer to Attachment 4).

## 32. ASTHMA

Parents of children diagnosed with asthma must inform staff upon enrolment at the Preschool and must provide all relevant information regarding the child's asthma via an Asthma Risk Minimisation Plan which has been prepared in consultation with the child's doctor and signed by that doctor. Parents must provide an adequate supply of appropriate asthma medication and equipment for their child.

**It is important that the staff is kept informed of the status of your child's condition.**

### 33. DIABETES / EPILEPSY

Parents of children diagnosed with diabetes/epilepsy must inform staff upon enrolment at the Preschool and must provide all relevant information regarding the child's diabetes via a Diabetes or Epilepsy Risk Minimisation Plan which has been prepared in consultation with the child's doctor and signed by that doctor. Parents must provide an adequate supply of appropriate diabetes/epilepsy medication and equipment for their child.

**It is important that staff is kept informed of the status of your child's condition.**

### 34. HYGIENE

When large groups are in close contact, strict hygiene and infection control procedures are essential to prevent outbreaks of illness or disease. The staff will always adhere to good hygiene and health standards and will help your child to wash his/her hands before and after eating food, after toileting, after nose wiping and after playing outdoors.

We also ask that your child washes his/her hands-on arrival to the Preschool.

**In accordance with the Education & Care Services National Law & Regulations 2011, parents/guardians are responsible for:**

- encouraging their child/ren to develop and always follow effective hygiene practices, including hand washing on arrival at the Preschool.
- supporting the Preschool's *Hand Washing Policy* by complying with the hygiene practices when attending the Preschool or when assisting with a Preschool program or activity
- keeping their child/ren home if they are unwell or have an infectious disease that requires their exclusion from the Preschool (refer to the Exclusion information at the rear of this handbook).
- informing the Preschool if their child has an infectious disease.

### 35. MORNING / AFTERNOON SNACK AND LUNCH

**It is very important to note that we have a nut free policy at the Preschool. Please do not send any food containing nuts (or associated with nuts) at any time, during sessions or at any special events, due to some children having severe life-threatening allergic reaction to nuts.**

1. Morning Snack:

**Fruits and/or vegetables and water only.** Please label snack box and water bottle\* with your child's name. This snack box will be placed on the trolley outside in the foyer when the child arrives in the morning.

## 2. Lunch:

The Preschool does not have a catering kitchen, so the child's food needs to be supplied from home. Please note we will not be able to heat and/or refrigerate food due to the large number of children staying at the Preschool.

We would like to encourage all families to provide nutritious food for their children to eat at the Preschool. This will help set your child up for a lifetime of healthy eating.

Please **label** the lunch box and water bottle\* with the child's name. The lunch box will remain in the child's bag until lunch time. Due to the restricted space the child's bag should not exceed 25 cm x 35 cm to fit in the child's locker.

## 3. Afternoon Snack:

**Fruits and/or vegetables and water only.** Please label snack box and water bottle\* with your child's name. The afternoon snack will remain in the child's bag until afternoon snack time.

\*Water Bottle: The children only need to bring one water bottle which will be refilled during the day as required.

## 4. Late Afternoon Snack

If your child is going to be collected after 4.30, please provide a late afternoon snack of a nut-free biscuit or fruit and vegetable.

**Please note the sharing of food is NOT allowed between children.**

**To avoid children with allergies being at risk parents/guardians must not offer food to any child other than their own child.**

**In accordance with the Education & Care Services National Law & Regulations 2011, parents/guardians are responsible for:**

- complying with the requirements of the Australia Guide to Healthy Eating and the Dietary Guidelines for Children and Adolescents. Refer to link for further advice <https://www1.health.gov.au/internet/publications/publishing.nsf/Content/gug-family-toc~gug-family-guidelines>

- providing details of specific nutritional/dietary requirements, including the need to accommodate cultural or religious practices or food allergies, on their child's enrolment form, and discussing these with the Nominated Supervisor prior to the child's commencement at the service, and if requirements change over time (refer to *Anaphylaxis Policy*, *Asthma Policy* and *Diabetes Policy*)
- communicating regularly with educators/staff regarding children's specific nutritional requirements and dietary needs, including food preferences
- encouraging their child/ren to drink an adequate amount of water
- providing healthy, nutritious food for snacks/meals, including fruits and vegetables where applicable
- providing healthy, nutritious food, including fruits or vegetables for sharing at morning or afternoon tea, where applicable
- providing nutritious food and drinks for celebrations, fundraising activities and Preschool events, consistent with Preschool policy
- encouraging children to exercise by engaging in active play, and walking or riding a bike to the Preschool where appropriate.
- discussing appropriate road traffic safety and car safety practices, and role-modelling this behaviour.

## **36. BIRTHDAYS**

We enjoy celebrating your child's birthday at group time. Parents are welcome to join in the celebration of their child's birthday, unless there are health guidelines in place at the time. Please note that due to dietary restrictions, food cannot be distributed to other children.

Please consult with the teachers if you wish to provide an item for the children to share to celebrate your child's birthday.

## **37. EVENTS**

- Sports Day
- Mothers Day / Grandmothers Day
- Pyjama Day / Teddy Bear's Picnic
- Book Week
- Father's Day / Grandfathers Day
- Preschool Photo Day
- Harmony Day

- Disco Day
- Melbourne Cup Day
- Christmas Party

## **38. PORTFOLIO**

Portfolio's are on Educa for your child. These portfolios are an ever-evolving record of your child's journey through preschool. This portfolio contains artwork, learning stories and incursions and reflects your child's thoughts, feelings and ideas. Portfolio's are available to keep by downloading through Educa, this will ensure your learning journey will be yours to keep at the end of the your child's time at Maria Montessori Preschool.

## **39. PHOTOGRAPHS**

Individual and group photographs will be taken by a professional photographer during the year for you to purchase, however there is no obligation to purchase these photographs. Educators use photographs as a programming tool and in the development of your child's portfolio.

In the case of incursions, videos and photographs may be taken to highlight the enjoyment of the occasion. Please be aware that there is a permission question requiring the parent/guardian consent that forms part of your enrolment form. This is a compulsory question.

Please see the Teachers/Educators if you have any concerns.

## **40. EXCURSIONS / INCURSIONS**

Whilst excursions are not generally part of the Maria Montessori Preschool curriculum, from time to time this may be revised if an occasion is present. However, many incursions are held during the school terms which are linked to programs taught to the children.

Children cannot be taken outside of the Preschool without authorisation from the parents/guardians. Authorisation forms will be distributed prior to any proposed excursion.

**In accordance with the Education & Care Services National Law & Regulations 2011, parents/guardians are responsible for:**

- completing and signing the authorised nominee section of their child's enrolment form before their child commences at the Preschool.
- completing, signing and dating excursion/Preschool event authorisation forms
- providing written authorisation for their child to leave the Preschool on routine outings.
- reading the details of the excursion or Preschool event provided by the Preschool and asking for additional information if required.
- providing items required by their child for the excursion or Preschool event e.g., snack/lunch, sunscreen, coat etc.
- understanding that, if they participate in an excursion or Preschool event as a volunteer, they will always be under the immediate supervision of an educator or the Approved Provider.
- if participating in an excursion or Preschool event, informing an educator immediately if a child appears to be missing from the group.
- supervising and caring for siblings and other children in their care who are not enrolled in the program.
- complying with all Preschool policies while participating in an excursion or Preschool event including the *Code of Conduct Policy*, *Sun Safe Policy* and *Washing Hand Policy*.

## **41. PARENTS / GUARDIANS PARTICIPATION**

Children love to know that their parents/guardians are interested in their preschool, and we welcome your participation. If you have any skill, interest or hobby that you feel could contribute to our program we would love to hear from you.

## **42. PARENTS / GUARDIANS RESPONSIBILITY FOR CURRENT INFORMATION**

It is a **legal requirement** to keep the Preschool informed of any change in home address, email address, home/work phone numbers, emergency phone numbers, immunisation records and current authorisation to pick up your child. The Preschool will be unable to notify you in the event of an emergency if we do not have your current information. Please send all updates to [hello@mariamontessori.com.au](mailto:hello@mariamontessori.com.au)

## 43. PARENTS / GUARDIANS OTHER RESPONSIBILITIES

It is the responsibility of the Preschool to inform parents of their rights and responsibilities. The Preschool's Policies & Procedures document is available online or at the Preschool office.

We hope you don't feel overwhelmed with the amount of information that is given to you in this handbook, however if this is the case we would be very happy to discuss any part of the information with you in a relaxed and informal manner.

**In accordance with the Education & Care Services National Law & Regulations 2011, Parents/guardians must exercise the following responsibilities:**

**1. Code of Conduct Policy**

- reading the *Code of Conduct Policy*
- abiding by the law
- abiding by the standards of conduct, as set out in this policy, while at the service
- complying with all policies of the service.

**2. Child Safe Environment Policy**

- reading and complying with this policy
- reporting any concerns, including in relation to potential for child abuse, to the Nominated Supervisor
- abiding by the service's *Code of Conduct*.

**3. Family Communication Policy**

- reading and complying with the *Family Communication Policy*
- engaging in open communication with educators about their child
- informing educators/staff of events or incidents that may impact on their child's behaviour at the Preschool (e.g. moving to a new house, relationship issues, a new sibling)
- informing educators/staff of any concerns regarding their child's behaviour or the impact of other children's behaviour
- Working collaboratively with educators/staff and other professionals/support agencies to develop or review individual behaviour guidance plan for their child, where appropriate.



#### **4. Determining Responsible Person Policy**

- reading and understanding this policy
- Being aware of the Responsible Person at the Preschool on a daily basis.
- This is displayed on the notice board in the foyer.

#### **5. Work Health and Safety Policy**

- being familiar with policy
- co-operating with reasonable OHS rules implemented by the service
- Not acting recklessly and/or placing the health and safety of other adults or children at the Preschool at risk.

#### **6. Staffing Arrangements Policy**

- reading *Staffing Arrangements Policy*
- complying with the law, the requirements of the *Education and Care Services National Regulations 2011*, and all Preschool policies and procedures
- following the directions of staff at the Preschool at all times to ensure that the health, safety and wellbeing of children are protected.

#### **7. Participation of Students & Volunteer Policy**

- complying with the requirements of the *Education and Care Services National Regulations 2011* and with all Preschool policies and procedures, including the *Code of Conduct Policy*, while attending the Preschool
- following the directions of staff at the Preschool at all times to ensure that the health, safety and wellbeing of children are protected.

#### **8. Acceptance & Refusal of Authorisations Policy**

- reading and complying with the policies and procedures of the service
- completing and signing the authorised nominee section (refer to *Definitions*) of their child's enrolment form (refer to *Enrolment and Orientation of New Families Policy*) before their child commences at the service
- signing and dating permission forms for excursions
- signing the attendance record (refer to *Definitions*) as their child arrives at and departs from the service
- providing written authorisation where children require medication to be administered by educators/staff and signing and dating it for inclusion in the child's medication record (refer to *Definitions*).

### **9. Emergency Evacuation Policy**

- familiarising themselves with the service's emergency evacuation policy and procedures.
- ensuring they complete the attendance record on delivery and collection of their children.
- providing emergency contact details on their child's enrolment form and ensuring that this is kept up to date.
- reinforcing the service's emergency and evacuation procedures with their child
- following the directions of staff in the event of an emergency or when rehearsing emergency procedures.

### **10. Privacy & Confidentiality Policy**

- providing accurate information when requested
- maintaining the privacy of any personal or health information provided to them about other individuals, such as contact details
- completing all permission forms and returning them to the Preschool in a timely manner
- being sensitive and respectful to other parent/guardians who do not want their child to be photographed or videoed
- being sensitive and respectful of the privacy of other children and families in photographs/videos when using and disposing of these photographs/videos.

### **11. Supervision Policy**

- ensuring educators are aware that their children have arrived or departed
- ensuring that doors and gates, including playground gates, are closed after entry or exit
- being aware of the movement of other children near gates and doors when entering or exiting the service
- enabling educators to supervise children at all times by making arrangements to speak with them outside program hours
- supervising their own children before signing them into the program and after they have signed them out of the program
- supervising other children in their care, including siblings, while attending or assisting at the service.

### **12. Water Safety Policy**

- supervising children in their care, including siblings, while attending or assisting at the service

- ensuring that doors, gates and barriers, including playground gates, are closed after entry or exit to prevent access to water hazards.
- informing themselves about water safety
- ensuring their children understand the risks associated with water.
- recognising when resuscitation is required and obtaining assistance.
- considering undertaking approved first aid qualifications, as resuscitation skills save lives.

## 44. THANK YOU

Thank you for taking the time to read this handbook. As we previously mentioned sometimes Parents/guardians can feel overwhelmed with the information provided at the start of the preschool year. It is not our intention for you to experience this, however we have a duty of care to you and your child to make sure that you are well informed of the operations of this centre and feel comfortable and welcomed into our preschool.

We assure you that we shall endeavor to make your child's preschool years as enriching and enjoyable as possible. We thank you for entrusting your child to the Maria Montessori Preschool.

## 45. POLICIES

The following Maria Montessori Preschool Policies are available and can be viewed at our office. We are in the process of moving these to Educa.

### QUALITY AREA 1 – EDUCATIONAL PROGRAM & PRACTICES

Additional Needs Policy
Celebrations Policy
EC Intervention Practitioner Management Policy
Educational Program Policy
Multicultural Policy
Physical Activity Policy
Technology Policy

## QUALITY AREA 2 – CHILDRENS HEALTH & SAFETY

Acceptance and Refusal of Authorisations Policy
Administration of First Aid
Administration of Medication Policy
Adventurous Play Policy
Anaphylaxis Management Policy
Animal & Pet Policy
Asthma Management Policy
CCTV Policy
Celebrations Policy
Children's Belonging Policy
Child Protection Policy (Vic)
Child Safe Environment Policy (Vic)
Child Safety and Wellbeing Policy
Clothing Policy
Cyber Safety Policy
Cyclone Management Policy
Cystic Fibrosis Management Policy
Death of a Child at the Service Policy
Death of a Staff member at the Service Policy
Dealing with Infectious Disease Policy
Delivery of Children To and From Education and Care Service Premise
Dental Health Policy
Diabetes Management Policy
Earthquake Management Policy
Eczema Management Policy
Emergency Evacuation Policy
Epilepsy Management Policy
Excursion/Incursion Policy
Flood Management Policy
Furniture and Equipment Safety Policy
Hand Washing Policy
Head Lice Policy
Health and Safety Policy
Immunisation Policy
Incident, Illness, Accident & Trauma Policy
Information Sharing and Family Violence Reform Policy (Vic)
Lockdown Policy
Managing an Aggressive Parent/Visitor Policy
Medical Conditions Policy
Nappy Change and Toileting Policy

Nutrition Food Safety Policy
Out of Hours Babysitting Policy
Photography Policy
Physical Environment Policy
Reportable Conduct Scheme Policy
Road Safety Policy
Safe Storage of Hazardous Chemicals Policy
Sick Children Policy
Sick Staff Policy
Sleep and Rest Policy
Snake Awareness Policy
Sun Safe Policy
Supervision Policy
Termination of Enrolment Policy
Tobacco Drug Alcohol Free Policy
Unidentified Dog Policy
Water Safety Policy
Work Health and Safety Policy

### **QUALITY AREA 3 – PHYSICAL ENVIRONMENT**

Additional Needs Policy
Adventurous Play Policy
Animal & Pet Policy
EC Intervention Practitioner Management Policy
Environmentally Responsible Policy
Multicultural Policy
Physical Environment Policy
Snake Awareness Policy

### **QUALITY AREA 4 – STAFFING ARRANGEMENTS**

Bullying, Discrimination and Harassment Policy
Code of Conduct Policy
Dealing with Complaints (Staff) Policy
Performance Management Policy
Pregnancy in Early Childhood
Probation Induction and Orientation Policy
Recruitment Policy
Responsible Person's Policy
Staffing Arrangements Policy
Staff Leave Entitlement Policy
Staff Wellness Policy

## QUALITY AREA 5 – RELATIONSHIPS WITH CHILDREN

Additional Needs Policy
Anti-Bias and Inclusion Policy
Behaviour Guidance Policy
Behaviour Guidance-Bullying Policy
Children in the Workplace Policy
Children's Belongings Policy
Child Safe Environment Policy
Clothing Policy
EC Intervention Practitioner Management Policy
Gender Equity Policy
Interactions with Children, Family and Staff Policy
Multicultural Policy
Photography Policy
Respect for Children Policy

## QUALITY AREA 6 COLLABORATIVE PARTNERSHIP WITH FAMILIES

Additional Needs Policy
Behaviour Guidance-Bullying Policy
Celebrations Policy
EC Intervention Practitioner Management Policy
Enrolment Policy
Free Kindergarten Enrolment Policy
Family Communication Policy
Grievance Policy (General)
Grievance Policy (Families)
Interactions with Children, Family and Staff Policy
English as an Additional Language or Dialect (EAL/D) Policy
Multicultural Policy
Non-English-Speaking Background Policy
Open Door Policy
Orientation of New Families Policy
Photography Policy
Termination of Enrolment Policy
Transition to School Policy

## QUALITY AREA 7 – GOVERNANCE AND LEADERSHIP

Curriculum (Pedagogy) and Educators Training Policy
Child Care Subsidy (CCS) Governance Policy
Child Care Subsidy (CCS) Notifications Policy
Child Care Subsidy (CCS) Personnel Policy
Child Care Subsidy (CCS) Accounts Policy
Child Care Subsidy (CCS) Data Security Policy
Child Safe Environment Policy
Code of Conduct Policy
Cyclone Management Policy
Dealing with Complaints Policy
Death of a Child at the Service Policy
Death of a Staff member at the Service Policy
Earthquake Management Policy
Emergency Evacuation Policy
Flood Management Policy
Fraud Prevention Policy
Governance Policy
Kindergarten Payment of Fees Policy
Lockdown Policy
Payment of Fees Policy
Pregnancy in Early Childhood
Privacy and Confidentiality Policy
Professional Development Policy
Relief Staff Policy
Record Keeping and Retention Policy
Snake Awareness Policy
Social Media Policy
Student and Volunteer Policy
Unidentified Dog Policy
Withdrawal of a Child Policy
Writing Reviewing and Maintaining Policies