PARENT INFORMATION BOOKLET

**ALTONA**

**MEADOWS**

**KINDERGARTEN**

ALTONA MEADOWS KINDERGARTEN INC.

65 POWLETT STREET

ALTONA MEADOWS VIC 3028

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# ALTONA MEADOWS KINDERGARTEN

# WELCOME

Welcome to the Altona Meadows Kindergarten. We hope you have an exciting and enjoyable year with us and we look forward to your family involvement and participation.

This booklet contains information you need to know about your kindergarten.

Please read all the information carefully and keep it with your kindergarten information package, in a safe and convenient place, so you are able to refer to it throughout the year if needed.

# CENTRE OPERATIONS

BACKGROUND

The Altona Meadows Kindergarten is a non-for-profit organisation that has been contributing to the education of the children of the Altona Meadows area since 1977. The centre was formally opened on the 5th of June 1977 by the then mayor Mrs Crofts, opening its doors to 44 children. Since this time the kindergarten has seen many changes to educators, the centre and its surrounds.

We have a cosy and inviting indoor area and a spacious outdoor playground area for the children to explore and investigate, both offering the children a wide variety of stimulating and challenging educational experiences.

The building and grounds are owned by the Hobson’s Bay City Council who assist the centre by providing some maintenance, and enforcing the safety regulations in regard to fencing, outdoor play equipment and amenities. The day-to-day operation of the centre and the employment of staff is the responsibility of the Committee of Management.

An Administrator is employed by the committee to support them in ensuring all our obligations are being met.

COMMITTEE OF MANAGEMENT

The centre is managed by an elected voluntary committee made up of present and past families. Members are elected to the Committee of Management at the kindergarten Annual General Meeting and new members are welcome to join the committee at any time through the year. The Committee meets once a month to discuss all issues regarding the running of the centre. A quorum of 4 elected members must be present for a meeting to be held.

All decisions regarding the centre are discussed and voted on at the meetings, with a majority vote required to pass all actions.

The Administrator, Educational Leader and Teachers attend these meetings to present monthly progress reports and to contribute to all discussions. The Administrator, Educational Leader and Teachers do not have voting rights.

All Committee meetings are open to any family who wishes to attend.

Families are also invited to take on roles in sub committees such as policy development, grant applications and planning.

REGULATIONS AND RECORDS

Kindergarten services are regulated under the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2012. Our record keeping for the general administration of the kindergarten falls under the Health Services Act and the Privacy Act and these Acts and Regulations govern how we record and keep information. The Kindergarten’s Privacy Policy falls under these guidelines. As a requirement of the Privacy Act, you would have received the privacy collection statement which outlines how we collect, use, disclose, manage and transfer personal information, including health information.

The Education and Care Services National Regulations state that a child must not be enrolled at the centre unless the parent/guardian has authorised the centre to seek emergency medical, hospital or ambulance services and supplied at least two emergency telephone numbers and addresses. A copy of the Education and Care Services National Regulations 2012 and the Education and Care Services National Law Act 2010 are available in the kindergarten foyer.

FUNDED KINDERGARTEN PROGRAMS

In 2024 the Victorian Government provides funding so children can access a free kindergarten program in the two years before they start school. The funding, a contribution towards meeting the cost of the kindergarten program, is based on the number of children enrolled in the program at the Altona Meadows Kindergarten. The funding applies to all children attending the Altona Meadows Kindergarten in 3 and 4 year old kindergarten programs.

In 2025, your child will be attending our funded kindergarten program and will be counted as an eligible child when we submit our data to the Department of Education (DE).

Your child/ren can only receive funding at one service. If your child/ren is/are currently attending another children’s service that offers a kindergarten program, you should draw this to their attention.

**KINDERGARTEN POLICIES**

It is an expectation that all staff, families and volunteers follow all Altona Meadows Kindergarten policies. All complete policies are available at the centre and can be accessed on the Altona Meadows Kindergarten website.

www.altonameadowskindergarten.kindergarten.vic.gov.au

QUALITY IMPROVEMENT PLAN

The Altona Meadows Kindergarten has a Quality Improvement Plan (QIP) which is developed through consultation and feedback from the committee, families, children and educators. The QIP is a working document and families are welcome to review the plan and contribute ideas that help us work towards a continual improvement for our service.

As the year progresses, we encourage our families to become involved in the Quality Improvement process. Please give some thought to how we can improve our service and pass on your ideas to the educators, Administrator or a committee member.

Throughout the year we will work towards making the improvements that have been highlighted in the plan and continue to ensure the Altona Meadows Kindergarten is a high quality service.

SESSION TIMES

Kindergarten session hours for 2025 are as follows:

3-YEAR-OLD KINDERGARTEN (15 hours per week) Red Group

Monday 9.15am – 2.15pm

Wednesday 9.15am – 2.15pm

Friday  9.15am – 2.15pm

4-YEAR-OLD KINDERGARTEN (15 hours per week) Blue Group

Tuesday 8.30am – 4.00pm

Thursday 8.30am – 4.00pm

## STAFF

Educational Leader/Teacher:

4 year old group

Teacher: Lily le

Educators: Kim Kruchinsky Grace Marston

3 year old group -

Teacher: Michele Barbara

Educator Kim Kruchinsky

Administrator: Bernadette Worrall

Available on:Monday 11.00am – 3.30pm

Tuesday 11.00am – 3.30pm

Thursday 11.00am – 3.30pm

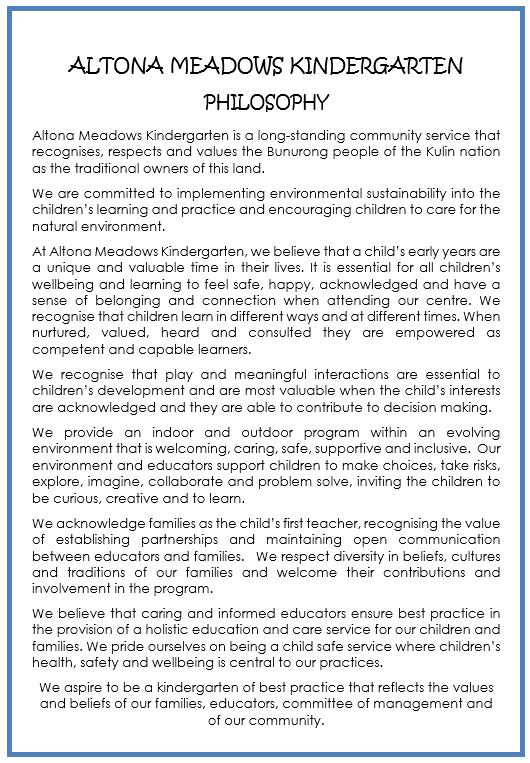
All of our early childhood teachers have current:

* Registration as an Early Childhood Teacher with the Victorian Institute of Teaching.
* First Aid.
* Anaphylaxis and Asthma training.

All of our educators have current:

* Diploma in Early Childhood Education and Care
* Working with Children Check.
* First Aid.
* Anaphylaxis and Asthma training.

All educators are required to further their professional development by attending courses and seminars throughout the year, as per the requirements of the VECTEA 2020.



**Victorian Early Years**

**Learning and Development Framework Outcomes**

BELONGING BEING BECOMING

ABSENCES

Please advise the staff if your child is going to be absent. If a child is away from the centre for a period of two weeks or more without any notification given to the educators, the child’s place may be given to another family on the waiting list.

**ILLNESS**

When children are unwell, it is best they stay at home to recover. Many childhood illnesses are viral and contagious and by keeping children at home the risk to other children and educators is reduced. Unwell children do not benefit from a busy kindergarten curriculum.

If your child is displaying symptoms at home of any of the following, then your child should not attend kindergarten.

* Vomiting or Diarrhea
* An undiagnosed rash
* Head Lice
* A temperature

**INFECTIOUS DISEASES**

Infectious diseases such as measles, mumps, chicken pox, german measles, hand foot and mouth disease, conjunctivitis, school sores and gastroenteritis require exclusion from the kindergarten for a specific time. The exclusion table can be found at: <https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

Please contact educators immediately if your child has a contagious illness, so we can advise the other families in our centre.

**Parents/guardians will be called to collect their child displays symptoms of an**

**infectious disease.**

ACCIDENTS

All accidents that happen at kindergarten are recorded in the accident book. If your child has an accident whilst at kindergarten, you or one of your Authorised Nominees will be informed. You are required to read and sign the accident record upon picking up your child at the centre.

ARRIVALS AND DEPARTURES

Your child must be signed **IN** and **OUT** of kindergarten each session. The Attendance book is located in the foyer.

**No child will be permitted to leave unless in the company of an authorised person, who is over the age of 18 years and whose name appears on the enrolment form.**

Please notify an educator in advance, especially where custody arrangements are in place, if the person picking up your child is unfamiliar to the kindergarten educators.

Please notify the kindergarten educators in writing or by telephone 93693346, if someone not on your enrolment form, is collecting your child**.**

Please make sure you only allow **your** child/ren through the door and/or gate. Please do not hold the door or gate open or prop it open for others. By doing so there is a possibility that kindergarten children and/or siblings could slip out without their parent/carer’s knowledge.

Your child will be dismissed from the mat by the Teacher or Educator, so please wait until your child’s name has been called.

If you need to collect your child early, please notify the staff.

BIRTHDAYS ADDED

Your child’s birthday will be celebrated at kindergarten using a cake made from playdough. Families are invited to return 20 minutes before the end of session to share in the singing of Happy Birthday. Families are welcome to bring in …….

CHILDREN’S ART WORK

At the end of each day, please check the art tub for your child’s art work to take home.

The centre uses recycled materials and would greatly appreciate any donations brought from home for use at the centre. A recycling station is in the foyer for these items.

Items could include any of the following:

**Natural Items**

* Gum nuts
* Shells
* Pine cones
* Feathers
* Wood off cuts

**Other Items**

* Computer paper
* Cardboard boxes
* Buttons
* Material
* Bottle tops
* Wrapping paper
* Paper/ Cardboard/ cards etc

**We are unable to use the following:**

* Toilet rolls
* Medication packaging
* Packaging from items with nuts
* Laundry boxes

CHILD FREE DAYS

There are five child free days during the year for the following purposes:

* Two days throughout the year are allocated for educator’s professional

development.

* Two days at the beginning of the year to set up the centre/parent orientation.
* One day at the end of the year to pack up and clean the centre.

**CHILD SAFETY**

is committed to providing a safe environment for all children which promotes their health, safety and wellbeing, including a commitment to Aboriginal cultural safety.

Our staff is aware of their legal and duty of care obligations and are mandated to report any concerns or child disclosures regarding child abuse or neglect to the relevant authority.

We will:

* promote an organisational culture of child safety
* identify, reduce and remove risks of child abuse
* intervene when a child may be at risk of abuse or neglect

The Altona Meadows Kindergarten Commitment to child safety, Aboriginal cultural safety and the Child Safe Environment and Wellbeing Policy are available on the kindergarten website [www.altonameadowskindergarten.kindergarten.vic.gov.au](http://www.altonameadowskindergarten.kindergarten.vic.gov.au/)

CHILDREN’S LOCKERS

Each child will have a locker in the kindergarten room. It will be clearly labeled with your child’s name and photo. When your child arrives at the centre, they are asked to place their bag and belongings into their locker. Where possible we ask that your child’s hat stays at kindergarten.

As we have two kindergarten groups running at our centre, your child may share a locker with a child from the other group. We ask that you empty your child’s locker at the end of each day in readiness for the next group.

CHANGE OF ADDRESS OR CONTACT NUMBERS

It is important that our records of phone numbers and addresses are current, so that we are able to get in touch with you whenever necessary. Please advise an educator of any changes in your address, phone numbers or emergency numbers, as soon as they occur.

CLOTHING

Please provide your child with comfortable, washable play clothes. When dressing your child for kindergarten, consider the weather conditions i.e., light clothes for warm weather, coats and sturdy shoes/boots for cold weather.

Clothes should be easy for your child to manage, requiring minimal help.

We request that every child has a spare set of clothes in their bag. Toileting accidents, water and wet sand play often result in a need for dry clothes and underwear.

**For safety reasons when climbing and running, thongs or crocs footwear are not permitted at kindergarten.**

COMMUNICATION

Our main source of communication with you will be through the **Storypark app.** You will receive an invitation to join the app before your child commences kindergarten. Other ways we may communicate information to you about the kindergarten curriculum, your child, committee and fundraising issues are:

**Curriculum –** Learning experiences happening at kindergarten will be displayed and families are welcome to add comments to the plan.

**The notice boards –** Please read the notice boards regularly as they contain information, news and ideas for families and children.

**Mobile Phone –** At times you will receive a message from our kindergartenmobile phone(0413483335). You are welcome to send non urgent messages to this phone at any time. We find this to be an effective method of communication with our families.

**Teacher’s Non-Teaching Time –** During the kindergarten week, each teacher has non-teaching time set aside for administration, activity preparation, curriculum planning, in-services, meetings or report writing. Parents are welcome to make an appointment to discuss any matters about their child or the kindergarten curriculum during these times.

COMPLAINTS AND GRIEVANCES

If you are dissatisfied with any aspect of the centre, and your efforts to speak to your child’s teacher have not reached a satisfactory outcome, you can speak to the Administrator or a Committee member about your concerns.

We suggest you take the following steps:

1. Speak to your child’s teacher.
2. Speak to the Administrator.
3. Speak to a Committee member.
4. Put your concerns in writing to the Committee of Management.

If you are still dissatisfied with the response, you can contact:

**Department of Education**

**900/1McNab Ave.**

**Footscray**

**1300333232**

CONFIDENTIALITY AND PRIVACY

The centre respects each family’s right to confidentiality in regard to financial and personal matters, and in relation to particular issues concerning the care of an individual child. All written material is stored securely and will not be given out, unless advised by the consenting parent/guardian or as referred to in the Privacy policy.

**Disclosure of personal information, including health information**

The service **may disclose some personal information** held about an individual to:

* government departments or agencies, as part of its legal and funding obligations (Including but not limited to Child Protection DHHS.)
* local government authorities, in relation to enrolment details for planning purposes
* organisations providing services related to staff 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 the service to disclose information.

Please refer to the Privacy Policy for further information.

EMERGENCY AND EVACUATION PROCEDURES

Please refer to the emergency and evacuation procedures at the end of the handbook – Attachments 1 - 3.

ENVIRONMENT AND SUSTAINABILITY

Following our Environmental and Sustainability policy, “Reduce, Reuse, Recycle and Rethink” is an ongoing practice of our service. Some of the ways in which we may do this are – worm farm, water tank, planting and watering gardens, recycling, National Tree Day and World Environment Day. **The use of Rubbish Free Lunchboxes is encouraged.**

FAMILY COURT ORDERS

You are reminded that the educators need to be informed if there are any court orders in place that relate to your child. Please provide copies of such orders that can be kept with your child’s enrolment form. The centre undertakes to support these orders to the best of our ability, keeping in mind the safety of everyone at the centre.

**FAMILY INVOLVEMENT**

We believe in the interconnectedness of the child and family, recognising the importance of establishing partnerships and maintaining communication between home and kindergarten.

We believe that our families are our strongest source in gaining an understanding of the children and their identities. Families are welcomed, respected, acknowledged and supported in their parenting role and have the right to feel a sense of belonging within our kindergarten community.

We strongly encourage families to work with our teachers to establish goals for their child in these important early childhood years.

A time can be arranged where teachers can meet with you, to discuss the development of your child or any aspects of the curriculum.

Families are a valuable source of support for the educators and are encouraged to become actively involved in the centre.

If you have a special talent, hobby, skill or interest, we invite you to become involved in our curriculum. Please discuss this with our educators if you would like to participate.

**OTHER WAYS YOU CAN CONTRIBUTE:**

**COMMITTEE OF MANAGEMENT**

Altona Meadows Kindergarten is a community managed centre. The volunteer committee of elected parents/guardians manages the centre and ensures the Children’s Services Regulations are being met. If you would like further information about the Committee of Management or about becoming a member, please speak to an educator, our administrator or a committee member.

**FAMILY PARTICIPATION**

Parents/guardians are welcome to stay at any time to work and play with their child and observe the daily routine. Some of the extra help we will need throughout the year will be for:

***Stay and Play Roster* –** You can attend a session and assist children with activities and routines. Staying will also provide an opportunity for you to observe your child at play with their peers. An extra pair of adult hands allows the educators to work more closely with individual children. Your child will be happy to have you as the kindergarten helper, and you can also use this time to have an informal chat with the educators about your child’s progress.

***Laundry* –** Families may be asked to assist with doing the laundry. Laundry is given to a different family each week and includes art smocks, tea towels, face washers, towels and occasionally dress ups and linen.

***Working Bees* –** Working Bees are organised throughout the year. Any assistance families can give on these days is greatly appreciated. We work on such things as upgrading the playground, gardening, cleaning equipment, window washing, topping up soft fall and sand, and general maintenance works to help maintain a safe environment.

It is expected that each family attends at least one working bee for the year for a period of 3 hours.

***Incidental help* –** There may also be times when we require help for such things as sewing, gardening, mending broken equipment, covering books, cutting materials or for special days we hold throughout the year. Your assistance for these types of work will be greatly appreciated.

FUNDRAISING

The Bunnings BBQ is our main fundraiser for the year.

Any funds raised through fundraising income will be used to finance extra learning experiences such as an incursion or excursion.

HAND WASHING

In line with our Hygiene Policy children will be asked to wash their hands:

* At the start of session.
* Before eating.
* After blowing their nose.
* After using the toilet.

This practice will help us to minimise the spread of germs and viruses, also assisting in reducing the risk of anaphylactic incidences for those with allergies.

HEALTHY FOODS

At Altona Meadows Kindergarten we have a Nutrition, Oral health and Active Play policy. Families are encouraged to provide healthy foods in their child’s lunch box limiting foods high in fat, salt and sugar. We recommend you include a plastic ice block in your child’s lunch box to keep it fresh. A variety of lunch/snack options will be discussed during the group interviews at the beginning of the year and may also be included in newsletters throughout the year.

**IMMUNISATION**

The “NO JAB NO PLAY” Law requires all children to be up to date in their immunisations and must provide the child’s Immunisation History Statement to have their kindergarten enrolment accepted.

If your child’s immunisation is not up to date, please see the staff to determine if your child meets the 16-week grace period.

LATE COLLECTION OF CHILDREN

It is essential for all parents to collect their child/ren on time. Late collection of children may cause the child to become distressed, especially if they are the last one waiting. If you are going to be late collecting your child, please telephone the kindergarten so the educators can explain the reason to your child.

Government regulations for kindergartens state that at least two adults must be present at all times whilst children are at the service and applies even if there is only one child waiting to be collected. The end of session is a busy time for educators, as they need to clean and prepare for the next session.

Our educators have their own family responsibilities, and being late to collect your child may prevent them from keeping their own family commitments.

**Please note that a Late Collection Fee will be applied as per the policy.**

**Please refer to the Fees Policy regarding late collection fees.**

LEARNING ENVIRONMENTS

Altona Meadows Kindergarten provides a Play Based curriculum where children can explore, question and learn at their own pace.

**The educator’s role is to:**

* Ensure children feel secure, supported and respected at kindergarten.
* Establish an environment that supports effective learning, through the provision of varied and engaging experiences in a well-organised space. Experiences planned will come from the children’s interests, strengths and developmental needs, family input as well as intentional teaching by the educators.
* Provide children with opportunities to succeed, to challenge themselves and extend their learning.
* Encourage children to develop their independence and autonomy.

**The educators consider:**

* The child’s interests, strengths and developmental needs.
* How the provided materials and experiences invite play and learning.
* How the curriculum and resources support and extend the children’s learning.

LOST PROPERTY

At times items may be misplaced at kindergarten. Having your child’s name on the item, helps the item be returned to its owner.

MEDICATION

If your child needs medication whilst in attendance at kindergarten, the educators and parents/guardians must fill in a medication authorisation form. Please pass any medication to an educator to be kept in a safe place out of reach of children.

**DO NOT LEAVE MEDICATION IN YOUR CHILD’S BAG (INCLUDING ASTHMA MEDICATION**). On collection of your child, you will be asked to sign the educator’s record of the administration of the medication.

NEWSLETTERS

### Regular kindergarten news will be shared on the Storypark app. Please check it regularly for updates and documentation about your child.

### SUNSMART

### The Altona Meadows Kindergarten has a sun protection policy in place.

From the 1st of September to the 30th of April the children are required to wear hats during outside play and to have sunscreen applied when the UV level reaches 3 or higher.

**It is the families’ responsibility to ensure children have sunscreen applied before they arrive or upon arrival.**

Sunscreen will be re-applied 3 hours after the commencement of the kindergarten session if the children are playing outdoors.

You are required to have completed the authorisation slip included with your child’s enrolment form which authorises educators to reapply sunscreen during the session.

Our educators are aware of the damage that the sun can cause, and will act as role models by wearing appropriate hats and applying sunscreen to themselves when outdoors.

Each child will need to bring a wide brimmed hat on commencement and must be worn at all times during outside play from the 1st September through to 30th April. We ask you to leave your child’s hat in their locker during the year so it is always available.

**Caps are not suitable and they do not meet the Sunsmart advice.**

Please clearly name/decorate your child’s hat, so that it can be easily recognised by both your child and the educators. Families are asked to take their child’s hat home at the end of each term and wash it.

The sun protection policy states that **clothing with** **shoulder protection** must be worn from the 1st of September through to the 30th April i.e. No shoestring straps, singlets or tank tops.

2025 TERM DATES AND PUBLIC HOLIDAYS

SCHOOL/KINDERGARTEN TERMS

Term 1 29th January – 4th April

Term 2 22nd April – 4th July

Term 3 21st July – 19th September

Term 46th October – 18th December

### PUBLIC HOLIDAYS

### During the year the centre is closed for all public holidays.

### Australia Day Monday 27th January

### Labour Day Monday 10th March

### Good Friday Friday 18th April

### Easter Sunday Sunday 20th April

### Easter Monday Monday 21st April

### Anzac Day Friday 25th April

### King’s Birthday Monday 9th June

Melbourne Cup Day Tuesday 4th November

TOILETING

Like any aspect of development, “readiness and achievement” of toilet training can vary. All children, regardless of their developmental stage, are welcome and entitled to attend kindergarten.

Children attending the centre wearing nappies will have their needs met in an appropriate and caring manner. Families are to provide the nappies for the day, cleaning wipes and disposal bags.

Open and regular communication about your child’s needs and/or progress towards toilet training, ensures the centre can make the necessary preparations and work with

the family in encouraging the new routine/skill. Soiled clothing will be sent home in an enclosed container or bag.

TOYS FROM HOME

Toys from home should not be brought to the centre because they can cause disputes between children and may be misplaced or broken. However, this does not include comfort objects which help the child feel more secure and help them settle, whilst they adjust to their new environment.

**If you have any questions or concerns regarding the information in this handbook, please see one of our teaching staff at**

**Altona Meadows Kindergarten.**

Attachment 1 Site Plan

## Exit SignExit SignExit Sign[http://ts3.mm.bing.net/images/thumbnail.aspx?q=255870899246&id=e313db8ee56094a4dd9d164b9cf55e6f&url=http%3a%2f%2fwww.morenaofficial.com%2fwp-content%2fuploads%2f2009%2f10%2ffire-extinguisher.jpeghttp://ts3.mm.bing.net/images/thumbnail.aspx?q=255870899246&id=e313db8ee56094a4dd9d164b9cf55e6f&url=http%3a%2f%2fwww.morenaofficial.com%2fwp-content%2fuploads%2f2009%2f10%2ffire-extinguisher.jpeghttp://ts3.mm.bing.net/images/thumbnail.aspx?q=255870899246&id=e313db8ee56094a4dd9d164b9cf55e6f&url=http%3a%2f%2fwww.morenaofficial.com%2fwp-content%2fuploads%2f2009%2f10%2ffire-extinguisher.jpeghttp://ts3.mm.bing.net/images/thumbnail.aspx?q=255870899246&id=e313db8ee56094a4dd9d164b9cf55e6f&url=http%3a%2f%2fwww.morenaofficial.com%2fwp-content%2fuploads%2f2009%2f10%2ffire-extinguisher.jpeg](http://www.morenaofficial.com/wp-content/uploads/2009/10/fire-extinguisher.jpeg)

Attachment 2 Recommended Steps for Evacuation where risk is inside building

1. Identify the risk
2. Raise the alarm by blowing the whistle
3. Call 000

* State your name
* Location: 65 Powlett Street Altona Meadows
* Phone # 03 93693346
* Inform Emergency Services of the nature of the emergency

(i.e., “There is smoke in the building”)

* DO NOT HANG UP – follow the instructions given by the emergency services.

1. If the decision to evacuate is made, using all available staff/volunteers calmly move/carry/walk the children out of the building; to your pre-determined assembly area 1 or 2 as listed on the site plan. Where to assemble will be determined by the location of the emergency and which exit is used.
2. An educator to collect the children’s attendance book and the Emergency First Aid Pack and if safe to do so, check all areas including toilets, storeroom and kitchen;
3. Phone the maternal child health nurse 0409527650 if she is on duty that day and inform her of the emergency.
4. Once at assembly area, check all children and staff are accounted for and inform the emergency services of your current location.
5. Focus on safety and well-being of staff and children;
6. Wait for Emergency Services to arrive or for further information.
7. Contact the President and Vice President to inform them of the situation
8. Contact all families
9. Children are to remain at the assembly area until clearance has been given to return to the building or until the parent arrives to collect their child.

**Attachment 3 Recommended Steps for Evacuation where risk is outside building**

* E.g. External fire, Gas leak, Chemical spill, Bush fire, Bomb threat, Flood.

1. Identify the risk

2.Raise the alarm by blowing the whistle

3.Call 000

* State your name
* Location: 65 Powlett Street Altona Meadows
* Phone # 03 93693346
* Inform Emergency Services of the nature of the emergency
* DO NOT HANG UP – follow the instructions given by the emergency services.

4.If the decision to evacuate is made, using all available staff/volunteers calmly move/carry/walk the children into the building. Close all doors, windows and block gaps at bottom of doors if deemed necessary.

5.An educator to collect the children’s attendance book and the Emergency First Aid Pack and if safe to do so, check all areas including toilets, storeroom and kitchen

6. Phone the maternal child health nurse 0409527650 if she is on duty that day and inform her of the emergency.

7.Once at indoor assembly area (mat), check all children and staff are accounted for and inform the emergency services of your current location.

8.Focus on safety and well-being of staff and children;

9.Wait for Emergency Services to arrive or for further information.

10.Contact the President and Vice President to inform them of the situation

11. Contact the Hobson’s Bay City Council

(Brendan Andersen 99321183 or 0438343945)

1. Contact all families
2. Children are to remain at the assembly area until clearance has been given or until the parent arrives to collect their child.