



**WEST  
WIMMERA  
SHIRE COUNCIL**



**Early Childhood Service  
Handbook**

*The best of country living*

Contents	<b>Page</b>
<b>Welcome</b>	<b>1</b>
<b>Early Childhood Service Contact Details</b>	<b>2</b>
<b>Enrolments</b>	<b>3</b>
<b>Hours of Operation, Orientation</b>	<b>4</b>
<b>Fees, Health Care Card Holders, Child Care Subsidy</b>	<b>5</b>
<b>Eligibility for kindergarten, Centre closures, Dates</b>	<b>6</b>
<b>Code Red Days</b>	<b>7</b>
<b>Drop off and pick up times, Priority of access</b>	<b>8</b>
<b>Child Safe Standards</b>	<b>9</b>
<b>Reportable Conduct Scheme</b>	<b>10</b>
<b>Philosophy and Programs</b>	<b>11</b>
<b>Policies &amp; Procedures, Interactions with children, What to bring to the service</b>	<b>12</b>
<b>Clothing, National Quality Frameworks</b>	<b>13</b>
<b>Immunisation &amp; 'No Jab No Play' Legislation, Medication</b>	<b>14</b>
<b>Allergies, Medical Conditions, Health Care Record</b>	<b>15</b>
<b>Minimum Period of Exclusion for Infectious Diseases Table</b>	<b>16</b>
<b>Bus Travel, Communication</b>	<b>17</b>
<b>Birthdays, Parent Advisory Group (PAG), Respecting Privacy, Feedback and Complaints</b>	<b>18</b>
<b>Sun smart</b>	<b>19</b>
<b>ENJOY YOUR YEAR</b>	<b>20</b>

# Welcome to West Wimmera Shire Council's Early Childhood Services!

Whether you are new to our early childhood services, or a returning family, we are looking forward to sharing an exciting year with you.

West Wimmera Shire Council (WWSC) manages three kindergartens across the Shire – in Goroke, Edenhope and Kaniva - and a childcare program in Edenhope.

In all our early years services we offer a play-based, emergent curriculum, where children initiate and lead their own learning. Our focus is on exploration rather than on teaching specific skills. Children are encouraged to develop social and self-help skills, including learning ways to resolve conflict and become socially-aware.

Our educators acknowledge parents and families as their child's first teachers; and are passionate about encouraging a sense of belonging and providing the best outcomes for children and families.

We welcome you to our service and encourage you to come to us with any questions, concerns or ideas.



## Early Childhood Services Contact Details

***If your child is going to be absent, please call or email and let educators know. All our early childhood services have mobile phones and answering machines so you can leave a quick message outside of centre hours.***

This helps us ensure the safety of your child; particularly for those children who are bus travellers.

Contact details for our services are:

### ***Goroke Kindergarten***

ph. 5386 1113

Mobile 0448 955 923

[GorokeKindergarten@westwimmera.vic.gov.au](mailto:GorokeKindergarten@westwimmera.vic.gov.au)

(9 Compston St, Goroke)

### ***Edenhope Early Childhood Service***

ph. 5585 1571

Mobile 0448 796 816

[EdenhopeKindergarten@westwimmera.vic.gov.au](mailto:EdenhopeKindergarten@westwimmera.vic.gov.au)

(52 Langford St, Edenhope)

### ***Kaniva Kindergarten***

ph. 5392 2671

Mobile 0448 785 317

[KanivaKindergarten@westwimmera.vic.gov.au](mailto:KanivaKindergarten@westwimmera.vic.gov.au)

(25 Baker St, Kaniva)

The Early Years Team Leader or Manager Community Support and Wellbeing can be contacted by phone 13 99 72 or by emailing

[earlyyears@westwimmera.vic.gov.au](mailto:earlyyears@westwimmera.vic.gov.au)

We understand that in small towns everyone tends to know everyone, and families may be friends with educators outside of the kindergarten. We ask you to please be respectful of our educators work hours and to reserve your communication about your child in the kindergarten context to official communication channels. In turn, our educators will also respect your time and keep to official channels.

## Enrolments



All enrolments are to be submitted via Xap. Please follow the link to submit your expression of interest.

**Please fill out all sections in the expressions of interest form**

<https://www.xap.rocks/waiting-list?organisationId=09fd5c4b-dec0-4fda-8fde-cf7e25ef274d>

[Open EOI Form in new window](#)

Further information regarding Xap can be found at:

<https://www.xap.rocks>

**NO CHILDCARE AND/ OR KINDERGARTEN PLACE WILL BE CONFIRMED UNTIL ALL APPROPRIATE DOCUMENTATION IS SUBMITTED.**

Please contact the Early Years Team Leader on 13 99 72 if you have any questions.

An iPad is provided for you to sign your child in and out of the kindergarten or childcare for each session via Xap, our software management program.

The enrolment form contains a space for you to authorise other people to collect your child (nominees). These people must be aged 16 years old or over and are the only people educators can allow to collect a child. Please let educators know if you need to add anyone to this list. If educators are not familiar with the person collecting your child, they will be asked to provide identification.

Please take care when entering and leaving the kindergarten to close all gates and doors securely behind you; and to only allow your own children out of the gate.

If you have been unavoidably held up and will be late to collect your child, please consider making alternative arrangements for pick-up. If you are unable to do so, please phone the educators to let them know you will be late. Late fees apply.

Kindergarten enrolments for the following year will be called for in August/September.

***Due to licensing regulations, children cannot be left at the service for their kindergarten session prior to the starting time and are required to be collected promptly at the end of the session. This is a requirement of the Education and Care Services National Regulations. Edenhope Early Childhood Service offers before and after kinder care.***

## Hours of Operation

West Wimmera Shire Council is committed to delivering the Universal Access kindergarten program of 15 hours of kindergarten per week for children in the two years before school. WWSC kindergartens will operate 2 x 7.5-hour sessions per week.

Child-care sessions will operate 4 days x 9 hours.

Additional before and after kindergarten care is available at Edenhope Early Childhood Service.

The session arrangements outlined below are closely monitored on an annual basis and are **subject to change based on enrolment numbers**, regulations and legislation.

<i>Service</i>	<i>Group</i>	<i>Days</i>	<i>Hours</i>
<b><i>Goroke</i></b>	3- & 4-year-old Kinder	Monday & Wednesday	8:30am – 4:00pm
<b><i>Kaniva</i></b>	3- & 4-year-old Kinder	Tuesday & Thursday	8:30am – 4:00pm
<b><i>Edenhope</i></b>	3- & 4-year-old Kinder (Families choose 2 days)	Tuesday, Wednesday & Thursday	8:30am – 4:00pm
<b><i>Edenhope</i></b>	<i>6mth– 3-year-old childcare</i>	Monday, Tuesday, Wednesday & Thursday	8:00am – 5:00pm
<b><i>Edenhope</i></b>	<i>3 – 5-year-old childcare</i>	Monday, Tuesday, Wednesday & Thursday	8:00am – 5:00pm
<b><i>Edenhope</i></b>	<i>Before kinder care</i>	Tuesday, Wednesday & Thursday	8:00am – 8:30am
<b><i>Edenhope</i></b>	<i>After kinder care</i>	Tuesday, Wednesday & Thursday	4:00pm – 5:00pm

## Orientation

During the initial days we invite you to speak with your child’s educators to make individual arrangements to suit your family, if necessary, i.e., shorter sessions, parents to stay for a visit, etc. In this way we can tailor the beginning of room to suit each family rather than have designated orientation sessions.

## Fees

Sessions	Fee	Per
6mth – 3-year-old childcare	\$125 day	Per day
3 – 5-year-old childcare	\$115 day	Per day
Kindergarten	Free	2 years (3- and 4-year-old kindergarten)
Before kindergarten care	\$7.50	Per session
After kindergarten care	\$15	Per session
Late fee	\$1	Per child per minute

West Wimmera Shire Council participates in the Free Kindergarten Program. This enables all 3- and 4-year-old children to attend 15 hours of kindergarten for 2 years at no cost. Please refer to the website for further information.

Note: There may be the occasional small incidental costs e.g., photos, excursions and late pick up fees apply.

Childcare invoices will be sent out fortnightly through Xap.

All families are encouraged to sign up to pay choice to ensure fees are paid. Childcare places will be cancelled after 2 weeks if fees are not paid.

Refer to Edenhope Early Childhood Service Financial Integrity and Fees Policy.

If you are experiencing difficulty in paying your fees, please contact the Early Years Team Leader on 13 99 72 as soon as possible to discuss options.

## Child Care Subsidy

You may be eligible for childcare subsidy. All information is at the following link [www.servicesaustralia.gov.au/child-care-subsidy](http://www.servicesaustralia.gov.au/child-care-subsidy)



## Eligibility for Kindergarten

We provide equal access and participation for all eligible children.

A child is eligible to be enrolled in 3-year-old Kindergarten if they turn 3 before 30 April of that year. Children enrolling in 3-year-old kindergarten must have turned 3 before they can commence kindergarten (i.e., a child turning 3 in March is eligible to attend 3-year-old kindergarten but cannot begin sessions until March when they have turned 3) but can still enrol at the beginning of the year.

A child is eligible to be enrolled in 4-year-old Kindergarten if they turn 4 before the 30 April in the year that they will attend.

A child who will turn 6 before the end of the year will need to apply for an exemption from school (please ask the kindergarten teacher for assistance if this is the case).

A child must be 6 months of age to be eligible for childcare.



## Centre Closure

On extremely rare occasions over the years, we have been unable to secure a suitably qualified relief educator at short notice and a service has been unavoidably closed for a day. Should this occur, you will receive a phone call between 7.00am and 7.45am to notify you. We have a pool of relief staff we can call on in the event of staff illness and don't anticipate that we would need to close a service for a day due to this.

The childcare service in Edenhope will be closed for 4 weeks over January.

**All WWSC kindergartens and early childhood services will be closed on gazetted Victorian public holidays and our Annual Staff Conference Day which falls on the Monday prior to Melbourne Cup Day. The Annual Staff Conference Day is a Department of Education and Training (DET) required closure for staff professional development purposes.**

## Dates

Term Dates, Public Holidays and starting dates for the year will be advised in the confirmation of enrolment letter which will be emailed to you. Hard copies can be posted on request.

## Code Red Days – Information

It is important that all our families understand the circumstances that apply to Edenhope Early Childhood Service and Goroke Preschool on days declared Code Red.

Edenhope Early Childhood Service and Goroke Kindergarten are on the Category 4 – grass fire register and are required to close on declared Code Red days.

About Code Red Days: What happens on a Code Red Day?

- Schools, kindergartens, and licensed childcare centres that have been identified as being at high fire risk and on the Department's Bushfire At-Risk Register and grass fire register will close on days declared Code Red. Schools and services not on the Department's Bushfire At-Risk Register will remain open, unless directly threatened by fire or another emergency.
- Where possible, up to three days' notice of a planned closure will be provided; parents and carers should, however, expect that in some instances fewer than 3-days' notice may be provided.
- Once the final decision to close is confirmed at 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when their kindergarten or childcare centre is closed.
- Advice will be provided to you directly by your early childhood service.

When a children's service is closed for bushfire, no staff will remain on site. No child should be left at home alone or in the care of siblings on high-fire danger days.



## Drop Off and Pick Up Times

Session	Drop Off Time	Pick Up Time
Kindergarten	8:30am	4:00pm
Childcare	8:00am	5:00pm

Late fees \$1 per child per minute will be charged to your account.

We welcome you bringing your other children inside with you at drop off and pick up times. Please do not leave children in parked cars - it is illegal to leave a child unattended in a vehicle, regardless of the weather conditions.

If you have a baby asleep in the car or are finding it difficult to come inside for any reason, please contact the kindergarten educators so we can work on ways to assist you.



## Priority of access

West Wimmera Shire Council Early Childhood Service's Priority of Access Guidelines will be used to allocate available places where there are more families requiring care than places available. When filling vacant places, Edenhope Early Childhood Service will fill places according to the following priorities:

- Priority 1 – a child at risk of serious abuse or neglect.
- Priority 2 – a child of a sole parent who satisfies, or of parents/carers who both satisfy, the work, training, study test
- Priority 3 – any other child. Within these main Priority categories, priority will be given to children in:
  - Aboriginal and Torres Strait Islander families
  - families which include an individual whose adjusted taxable income does not exceed the lower income threshold of or who or whose partner is on income support
  - families from a non-English speaking background
  - socially isolated families
  - sole parent families.

## The Victorian Mandatory Child Safe Standards

West Wimmera Shire Council adhere to Child Safe Standards and have policies and procedures in place to protect all children at our early childhood services. The Victorian Child Safe Standards comprise eleven Standards and three Principles and aim to

- promote the safety of children
- prevent child abuse
- ensure organisations and businesses have effective processes in place to respond to and report all allegations of child abuse.

The standards help organisations focus their approach by providing three overarching principles:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and linguistically diverse backgrounds
- promoting the safety of children with disabilities.

### The 11 Child Safe Standards

**Standard 1** Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

**Standard 2** Child safety and wellbeing is embedded in organisational leadership, governance and culture.

**Standard 3** Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

**Standard 4** Families and communities are informed and involved in promoting child safety and wellbeing.

**Standard 5** Equity is upheld, and diverse needs respected in policy and practice.

**Standard 6** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

**Standard 7** Processes for complaints and concerns are child-focused.

**Standard 8** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

**Standard 9** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

**Standard 10** Implementation of the Child Safe Standards is regularly reviewed and improved.

**Standard 11** Policies and procedures document how the organisation is safe for children and young people.

**WWSC Child Safety Officer is the Manager Community Support and Wellbeing. Please contact if you have any concerns regarding child safety on 13 99 72.**

Further information can be found at [www.childsafestandards.org.au](http://www.childsafestandards.org.au)

## Reportable Conduct Scheme

The Victorian Reportable Conduct Scheme seeks to improve organisations' responses to allegations of child abuse and neglect by their workers and volunteers. The scheme is established by the *Child Wellbeing and Safety Act 2005* (the Act).

The Reportable Conduct Scheme has been designed to ensure that the Commission will be aware of every allegation of certain types of misconduct involving children in relevant organisations that exercise care, supervision and authority over children. The Reportable Conduct Scheme imposes new obligations on heads of organisations that are within the scheme.

 A child is anyone who is under 18 years of age.



The Reportable Conduct Scheme does not replace the need to report allegations of child abuse, including criminal conduct and family violence to Victoria Police.

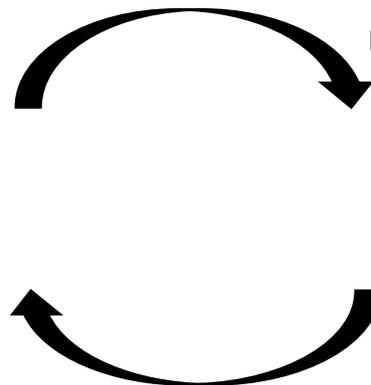


**Child Safe**

**Reportable Conduct Scheme**

**A system to promote child safety, prevent child abuse and respond properly to suspected child abuse.**

**A system to independently oversee responses to suspected child abuse.**



## **Our Philosophy & Programs**

Each room has its own Philosophy Statement, developed in conjunction with families and relevant to the individual community. A copy of the Philosophy Statement is on display at each service.

Each service follows the national Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF). Rather than setting a curriculum, these documents guide our practice with children.

The Framework conveys the highest expectations for all children's learning from birth to five years and through the transitions to school. It communicates these expectations through the following five Learning Outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

The Framework provides broad direction for early childhood educators in early childhood settings to facilitate children's learning. Fundamental to the Framework is a view of children's lives as characterised by *belonging, being* and *becoming*.

More broadly, the Framework supports Goal 2 of the Melbourne Declaration on Education Goals for Young Australians, that:

*All young Australians become:*

- *Successful learners*
- *Confident and creative individuals*
- *Active and informed citizens.*

Each group has an individual program. Educators plan experiences based on children's interests and offer a flexible, play-based program. Our focus is on social skills, self-help skills, encouraging exploration and wonder, and setting children up to have a love of learning.

Parents and families are encouraged to play a part in the program – sharing your ideas, talking about what your family has been doing at home, helping out during a session, attending special events, being involved with the Parent Advisory Group (PAG), and giving feedback on the program.

The program is displayed at the service. Please speak to your child's educator to learn more.

## **Policies and Procedures**

A copy of the WWSC Early Childhood Service's Policies and Procedures folder is available at each service. These policies guide the day to day running of our services. Educators use these policies to make fair and informed decisions.

Our policies are reviewed on a regular basis, with parents encouraged to be involved in this process.

Please feel free to speak to educators if you would like to view any of the policies.

## **Interactions with Children**

In managing interactions with children, our educators use positive behaviour guidance and redirection techniques appropriate to the age and developmental level of individual children. No form of physical punishment or emotional blackmail (i.e., bribes or threats) will be used to guide children when behaviour is unacceptable. This is in accordance with our Interactions with Children Policy.

We encourage you to discuss the interactions with your child with educators if you have any concerns or if your child talks to you about something that has happened, and you would like more information.

## **What to bring to the service?**

- A **hat** (we recommend a wide-brimmed or legionnaires hat rather than a cap to ensure better protection from the sun)
- A **change of clothes** (this is not just for toileting accidents – at kinder we love to play with water and mud! Please help us keep your child comfortable after such great exploration by providing a change of clothes.)
- **Morning Tea (fruit), Lunch and afternoon Tea**
- A **drink bottle** filled with **water**
- **Nappies, wipes, sunscreen** if required

We encourage, learn about and support healthy eating at kinder. We recommend fruit, yoghurt, cheese & biscuits, sultanas, sandwiches/rolls/wraps, etc. Please support us in the choices you make with your child about what to put in their snack/lunch box; and leave chips, chocolates, lollies, etc. for "sometimes foods".

***We do our best to get all your child's belongings back to you. Please help us out by ensuring anything and everything that comes to kinder is labelled and has your child's name on it!***

## Children's Clothing



At our early childhood services, we are busy, active, and often messy!

We encourage you to dress your child in comfortable “play clothes”. Kindergarten and childcare can get very messy with painting, cooking, water play, gardening, and digging in the mud patch – so please keep this in mind when dressing your child. It’s also helpful for children to have clothing that can be easily managed when toileting, i.e., elastic-waisted pants. Please consider the same things when choosing footwear – safe for running and climbing, and comfortable for your child (this may mean different things for different children). Children are able to take their shoes off for some outside play (i.e., in the sandpit), and inside if they wish to. Kindergarten polo shirts, windcheaters, and hats will be available to order and purchase during term one. The uniforms aren’t compulsory but are comfortable and wash well. Please see the kinder teacher for ordering.

Nappies and wipes are not supplied by the service.

SPF 30+ Sunscreen will be applied to all children before we go outside generally from the start of September through to the end of April, or when UV levels reach 3 or above, in accordance with our SunSmart Policy. Sunscreen is provided at the service, or you are welcome to provide your own sunscreen. Please ensure that your child’s clothing covers their shoulders, i.e., t-shirts rather than singlets, to provide extra protection from the sun.

In winter we encourage raincoats and gumboots – cold or rainy weather isn’t enough to keep us inside! Please talk to your child’s educators about leaving gumboots at kinder if you would like to.

### **National Quality Framework**

West Wimmera Shire Council’s early childhood services are licensed with relevant government bodies. It is a requirement of all services to undertake continuous quality improvement.

Each service is working under the National Quality Standards, which is based on best practice and achieving positive outcomes for children. Part of this process involves each service developing a Quality Improvement Plan. Families are encouraged to have input into their services’s Quality Improvement Plan. Services are assessed by DET and receive a rating which is displayed at the service.

## **Immunisations & “No Jab, No Play” legislation**

Please provide a copy of your child’s immunisation record upon enrolment, and whenever your child receives new immunisations.

In 2016 the Victorian Government passed the “No Jab, No Play” legislation, which aims to reduce the risk of vaccine-preventable diseases. Early childhood education and care services must now have on record evidence that a child is up to date with their vaccinations or has an approved exemption.

Copies of your child’s immunisation history statement can be accessed by logging in to your MyGov or Medicare online account at:

[www.medicareaustralia.vic.gov.au/online](http://www.medicareaustralia.vic.gov.au/online) or by phone on 1800 653 809.

Documentation needs to show that the child:

- Is fully vaccinated for their age, or
- Is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
- Has a medical reason not to be vaccinated

If your child has a medical reason they cannot be vaccinated, an Immunisation Exemption Medical Contraindication form will need to be obtained from Medicare and signed by a GP.

If your child is not currently up to date with their vaccinations, please see your local Maternal & Child Health Nurse or doctor.

In accordance with our policy, children who are not fully vaccinated will be excluded during an infectious illness outbreak, until the period of exclusion for all cases at the kindergarten has passed.

## **Medication**

On occasion, medication may need to be given to a child while they are at the service. Educators are only able to give medication that is prescribed to a child by a doctor, i.e., antibiotics. Cough mixture, pain or fever relief medications cannot be given by educators unless prescribed by a doctor, with a label clearly stating the child’s name, the dose, and when the medication is to be given. A medication form authorising educators to administer the medication must be filled out by a parent/guardian at drop-off time. This form will be filled out further by educators when administering the medication and signed again by a parent/guardian at pick-up time.

**Parents/guardians are required to keep children at home if they are unwell.**

## **Allergies & Medical Conditions**

Each year, educators will discuss individual children's needs with families and develop an appropriate risk minimisation procedure if necessary. Children with allergies will have their photo and allergy displayed in the service, to assist educators in keeping these children safe and well.

At this point in time, none of our services have a "nut-free policy". The needs of children with allergies will be assessed, and educators will advise you if there comes a time when it is deemed appropriate for the service to initiate such a policy.

If your child has an allergy or is anaphylactic, is asthmatic or has a medical condition, please discuss this with educators and ensure an appropriate plan is in place.

## **Illnesses**

If your child is unwell, please keep them at home. This is for the comfort of your own child as well as to prevent the spread of infection to others. If your child is not well enough to participate in all aspects of the program, they are not well enough to be at service. This includes children going outside during winter – outdoor play will continue to be a part of our programs throughout all seasons – if your child isn't well enough to play outdoors, please keep them home and allow them to fully recover before returning to the service.

If your child becomes ill, please inform educators. For certain contagious diseases we are obliged to alert families so they can look for signs and symptoms in their own children (names will be kept confidential).

Exclusion periods do apply for certain illnesses/diseases, as set out by the Department of Human Services. Details of exclusion periods can be found on the next page.

In accordance with our "Dealing with Infectious Diseases" policy; if your child has been suffering from vomiting or diarrhoea, they are required to be excluded from the service for 48 hours after their last vomit or loose bowel motion. Please support us in preventing the spread of infection by keeping your child home for the full exclusion period.

To support prevention of illnesses we encourage appropriate hand washing procedures and the use of hand sanitiser - available at the service.

## **Health Care Record**

Regulations require the service to read your child's health care record to improve outcomes for children. Please bring them in on your first day to show the kinder teacher or let them know if you don't have one. The service also requires a copy of your child's birth certificate on enrolment.

# Minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts

health

Public Health and Wellbeing Regulations 2009

## 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 from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis ( <i>Entamoeba histolytica</i> )	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
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
Diarrhoea	Exclude until there has not been 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 Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	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 immuno-deficiency virus infection (HIV/AIDS virus)	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 Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
<b>Measles*</b>	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 their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria — other than meningococcal meningitis)	Exclude until well	Not excluded
<b>Meningococcal infection*</b>	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
<b>Mumps*</b>	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
<b>Pertussis*</b> (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
<b>Polio myelitis*</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
<b>Rubella*</b> (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
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	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 Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

## 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 marked in **bold** with an asterisk (\*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

## Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Section on 1300 651 160 or visit [ideas.health.vic.gov.au](http://ideas.health.vic.gov.au)



To receive this document in an accessible format email: [infectious.diseases@health.vic.gov.au](mailto:infectious.diseases@health.vic.gov.au)  
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Department of Health

## Bus Travel

All the West Wimmera Shire Council Kindergartens are fortunate to be able to access school buses for rural children to travel to and from kindergarten. Schools are responsible for administering the school bus service, in accordance with Public Transport Victoria guidelines. In accordance with these guidelines, children **must be 4 years of age** or older to access buses. Forms to allow bus travel, along with further information about bus routes, etc., can be obtained from the school.

At this stage bus travel is available free of charge, and only available to kindergarten children provided that there is enough space on the bus. Families using the bus service will be required to fill out and sign relevant forms and adhere to bus traveller policies and procedures.

If you haven't already done so, please discuss your child's bus travel directly with the kindergarten teacher. The teacher will work with you to fill out a risk management plan for your child, as mandated, and to ensure all relevant school and kindergarten documentation has been signed.

**In order to ensure all children are safe and accounted for, please let educators know of any instance where your child will not be attending kindergarten or travelling on the bus. This is to be done via the kindergarten mobile phone.** We recommend text message however an answering machine is available to leave messages which the teacher checks on a regular basis. **We cannot stress highly enough the importance of this - should your child not arrive at kinder on the bus on a day we have not been notified they will be absent, educators are required to enact the "missing bus child procedure", which will include contacting you and escalate to contacting the school and bus company and having a search conducted for the missing child.**

**Bus travel is not available to childcare enrolments.**



## Communication

Newsletters and notices will come out regularly to alert you to special events, changes, or news from the service. These will generally come via Xap alerts but may be placed in your child's note-pocket or tub. Please check this each time you come to the service so that you don't miss out on important information.

Other information and updates from the kinder can be seen on the West Wimmera Shire Council's Facebook page and website. Please note West Wimmera Shire does not operate individual service Facebook.

## **Birthday Celebrations**

Birthdays are an exciting time, and many families choose to celebrate these with a cake. If you would like to, you are welcome to bring a cake to the service for your child to share with their friends.

***For the safety of children with allergies, we request that you please bring in the ingredients label from shop-bought cakes, or the ingredients list for home-made cakes.***

We respectfully ask that you do not bring lolly bags or party games to the service. If you do not wish for your child to participate in birthday celebrations, please let the educators know.



## **Parent Advisory Group**

Each service has a voluntary Parent Advisory Group (PAG). The PAG is an opportunity for you to become involved in organising fundraising and assisting with additional equipment purchases and service improvements. The PAG meets regularly, and all parents and guardians are invited to attend and contribute to the discussions. A great opportunity to meet new people.

## **Respecting your Privacy**

To provide families with the highest standard of service, and to meet legal requirements, we are required to collect personal information from you about your child and parents/guardians before and during the course of a child's enrolment in our services. We are committed to protecting your privacy and we abide by the Australian Privacy Principles contained within the Privacy Act.

## **Feedback and Complaints**

Educators' welcome family involvement and feedback. If you have a concern about any aspect of the program or your child's experience, we encourage you to talk to educators about this as soon as possible. If you have a complaint about the service, please speak to the kindergarten teacher, childcare educators, or the Early Years Team Leader. If you feel a complaint needs to be taken further, you can contact the Department of Education and Training.

A full copy of our complaints policy can be obtained from any of the educators.



## We are SunSmart - a note for families

A healthy balance of the sun's ultraviolet (UV) radiation exposure is important for health.

Too much UV can cause sunburn, skin and eye damage and skin cancer. Overexposure to UV during childhood and adolescence is a major factor for future skin cancer risk.

Too little UV from the sun can lead to low vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health.

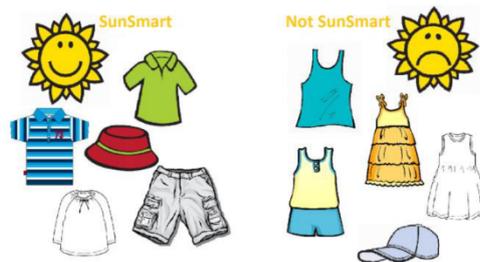
Our service aims to achieve a healthy UV exposure balance for children and staff. We are a registered member of the Cancer Council Victoria's SunSmart Program. Please help support our SunSmart membership by ensuring your child follows the SunSmart measures encouraged by educators.

**From September to the end of April** (and whenever UV levels reach 3 and above), use these 5 SunSmart steps – even if it's cool and cloudy.

1. **Slip on a shirt** - dress your child in clothing that covers as much skin as possible (e.g. elbow length tops with a higher neckline or collar and longer style shorts or skirts). Densely woven fabrics are best.
2. **Slop on SPF 30+ or higher broad spectrum, water resistant sunscreen** – if your child has fair to olive skin, apply sunscreen at the start of the day and provide permission for sunscreen to be reapplied to your child before they go outdoors. From 3 years of age, please help your child apply

their own sunscreen so they can start to learn independent skills. If your child has naturally very dark skin, they may not need to apply sunscreen to help with their vitamin D. Please notify the service in writing if you prefer sunscreen not be applied.

3. **Slap on a hat** – one that protects the face, neck and ears such as a broad brimmed, legionnaire or bucket style hat. Baseball caps do not offer enough protection and are not recommended by SunSmart. Please help your child remember to bring and wear their approved hat.
4. **Seek shade** – choose shady spots for play whenever possible.
5. **Slide on some sunglasses** - if practical and approved by the service. Make sure they are labelled AS 1067 and cover as much of the eye area as possible.



**From May to August** average UV levels in Victoria are usually below 3 so sun protection measures are not normally needed unless near highly reflective surfaces such as snow or outside for extended periods.

### Sun protection times

The SunSmart UV Alert indicates daily, local sun protection times and weather details. It is available in the weather section of the newspaper, on the SunSmart website at [sunsmart.com.au](http://sunsmart.com.au) and as a free app. Check the sun protection times each day so your family can be protected when they need to be. Don't just wait for hot and sunny days.



Further information contact SunSmart  
P: 03 9514 6415  
E: [sunsmart@cancervic.org.au](mailto:sunsmart@cancervic.org.au)  
W: [sunsmart.com.au](http://sunsmart.com.au)



## Enjoy

**We understand that you are likely to have lots of questions regarding your child commencing at a service and we are more than happy to answer them. If you have any concerns, questions, ideas, or feedback, please talk to educators at drop off or pick up times. Alternatively, you can call or email the service and arrange a time to talk.**

**We look forward to working together with and individual families.**



### **Child Safe Organisation**

West Wimmera Shire Council is committed to the safety of all children and has zero tolerance of child abuse.



### **Acknowledgment of Country**

The municipal area of West Wimmera lies within the traditional lands of the Wotjobaluk, Jaadwa, Jadawadjali, Wergaia and Jupagulk Nations. Council respects and acknowledges the unique Aboriginal cultural heritage within. Council acknowledges and pays respect to their ancestors.



West Wimmera Shire Council are committed to providing child safe environments where children's wellbeing, learning and growth is holistically nurtured in a safe, inclusive and supportive community.

### **Get in touch with council**

13 99 72

Email us: [council@westwimmera.vic.gov.au](mailto:council@westwimmera.vic.gov.au)