

# Family Handbook



2026

## Perry Street Childcare Centre and Elizabeth Gorman Kindergarten

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## OUR STATEMENT OF COMMITMENT TO CHILD SAFETY

Perry St Childcare Centre is committed to the rights of every child to feel safe, and be safe at all times, including:

- Promoting the cultural safety of Aboriginal and Torres Straight Islander children
- promoting the cultural safety of children from culturally and linguistically diverse backgrounds
- promoting the safety of children with a disability
- developing and maintaining a culture in which children feel valued, respected and cared for
- fostering opportunities for each child to participate, express their views, to learn and develop
- always acting in the best interests of each child and has zero tolerance of child abuse
- taking every reasonable step for each child's safety and wellbeing at all times
- actively managing the risks of abuse or harm to each child, including fulfilling our duty of care (refer to Definitions) and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- continuously improving the way our service prevents child abuse, and encourages reporting and improved responses to allegations of abuse.



# Welcome to Perry Street Child Care Centre and Elizabeth Gorman Kindergarten

*Perry Street acknowledge the Wurundjeri people of the Kulin Nation as the first inhabitants and traditional custodians of the lands on which we live, learn and work. We pay respect to their culture, community and Elders.*

## General Information

### Our Place

Perry St Child Care Centre (PSCCC) is a 50 place, Community-based, not-for-profit Education and Care Centre with an integrated three and four-year-old funded kindergarten program.

Perry St is managed by a parent Committee of Management. We lease the land and building from the Darebin Council. Perry Street is not 'just childcare', it is a place for your child to be educated and cared for by qualified and experienced early childhood teachers and educators.

### Hours of Operation

PSCCC is open from 7:30am to 6:00pm Monday to Friday and offers Long Day Programs for children from 6mths to 6 years. We close public holidays and approximately 2 weeks over Christmas/New Year.

### Our Team

Educators are employed under the Professional Child Care Standard 2021. Our 3 and 4-year-old Kindergarten Teachers are employed under the Victorian Early Childhood Teachers and Educators Agreement 2016. We all work across all groups at times, including the kitchen.

Full-time educators accrue a fortnightly RDO and room educators have 4 hours non-contact time per week to plan for learning. We endeavour to provide consistency of educators at all times for children and occasionally we do need to use agency educators. We also support students from time to time, from various universities, at varying levels in their journey to obtain a qualification in early childhood education.

## Our Staff

Place	People
<b>Office</b>	<p><b>Kirstin</b> – Director and Nominated Supervisor. Educational Leader. Bachelor of Early Childhood Teaching</p> <p><b>Tach</b> – Second in Charge (2IC) – Administration, Educator. Advanced Diploma in Children’s Services</p>
<b>Kitchen</b>	Denise Mcgrath – Certificate III in commercial cookery
<b>Support Educators</b>	<p><b>Helen</b> – Certificate III Children’s Services</p> <p><b>Anthea</b> – Certificate III Children’s Services</p> <p><b>May</b> –Master of Teaching (Early Childhood).</p> <p><b>Rose</b> – Certificate III Children’s Services</p> <p><b>Meg</b> – Diploma of Children’s Services</p> <p><b>Zena</b>– Certificate III Children’s Services</p>

## Our Rooms

Group	Children	Educators
<b>Hakea</b> 6 – 18mths	8 per day	<b>Cathy</b> – Graduate Diploma of Teaching. <b>Lekkie</b> – Diploma of Children’s Services. <b>Marian</b> – Diploma of Children’s Services.
<b>Waratah</b> 18 – 30mths	8 per day	<b>Pa</b> – Diploma of Children’s Services. <b>Jake</b> – Certificate III Children’s Services <b>Taryn</b> –Master of Teaching (Early Childhood).
<b>Acacia</b> 2 - 3 yrs Integrated kindergarten program	10 per day	<b>Ella</b> – Diploma of Children’s Services. Working towards Bachelor of Early Childhood Education. <b>Nektaria</b> – Certificate III Children’s services. <b>Quynh</b> – Diploma of Children’s Service
<b>Banksia</b> 3 – 5yrs Integrated kindergarten program	24 per day	<b>Fiona</b> – Kindergarten Teacher (Term). Graduate Diploma in Early Childhood Education & Master of Teaching ( Early Childhood) <b>Lulu</b> – Kindergarten Teacher (Term). Master of Teaching (Early Childhood). <b>Kayla</b> – Diploma of Children’s Services. <b>Lily</b> – Kinder Teacher. Bachelor of Early Childhood Education

## Committee of Management

Perry Street Child Care Centre is managed by a Committee of Management (CoM) or approved provider, members of whom are elected at an Annual General Meeting. All parents are encouraged to be involved and contribute to the management of the Centre.

The Committee of Management consists of four Executive office bearers; being the President, Vice President, Treasurer and Secretary. There are up to twelve general members. These are voluntary positions meaning that members of the parent committee are not paid members of staff. Names and roles of committee are displayed in the foyer and on our website.

### *Roles and Responsibilities of the Committee*

The Committee of Management oversees the Director who is responsible for the day-to-day management of the Centre's immediate staffing concerns and liaising with parents and the community.

The Committee of Management is responsible for the following -

- developing policies for the centre
- ensuring implementation of policies
- planning and management of finances
- employment of staff
- efficient management of centre
- maintaining all relevant records

### *Sub-committees*

Parents are encouraged to participate in sub-committees which help the Perry St community achieve their goals. These smaller groups work on elements of the broader strategic plan. Examples of these can be:

- Sustainability
- Kitchen
- Grants
- Events and Fundraising
- Social Media
- Darebin Council Liaison
- Policy and Planning
- Technology Support

### *Meetings*

The Committee of Management meets on the third Tuesday of each month, with ten meetings in total across the year. These are usually held via video conference to provide flexibility of attendance. Meetings commence at 7.30pm and finish by 9pm. Our Annual General Meeting is held at the Centre, in addition to monthly meetings, as a face-to-face opportunity to meet. We end the year with another in person event to acknowledge everyone's participation and generosity.

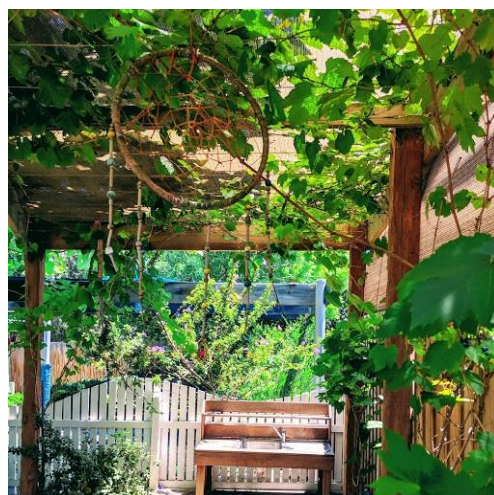
## Legal Framework

PSCCC is a registered Incorporated Association and has its own constitution under the Associations Incorporation Reform Act 2012. Each parent is a member of the association and maybe called upon occasionally to vote on constitutional changes as they are reviewed by the Committee of Management. PSCCC has a current lease arrangement with City of Darebin. Perry St is licensed to operate under the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.

## Prior to Enrolment

### Centre Tours

Please ensure you have followed up your registration with a tour of the Centre. Tours are by appointment only. Please call 03 9489 2949 or email [director@perrystreet.com.au](mailto:director@perrystreet.com.au) to arrange a time.



### Waitlist

Perry St manages its own wait list and can be accessed from the portal on the Perry St website. [www.perrystreet.com.au](http://www.perrystreet.com.au). All current Perry St families have priority of place for new siblings and funded kindergarten places. All external families must apply for funded kindergarten places through the Darebin council registration for kindergarten.

### Waitlist Registration Process

Your child must be already born and have a birth certificate. There is no fee charged to join the waitlist. You can register for Perry St's waitlist through the Perry St website [www.perrystreet.com.au](http://www.perrystreet.com.au) or via the Storypark Manage platform.

## Enrolment Process

### Priority of access

Perry St adheres to the state government's priority of access guidelines. You do not need to be living and/or working in Darebin to go onto our waitlist.

<https://www.vic.gov.au/priority-access-criteria>

## No Jab, No Play

<https://www.health.vic.gov.au/immunisation/no-jab-no-play>

The Victorian Government passed new immunisation legislation named 'No Jab, No Play' which commenced on 1 January 2016. This legislation aims to reduce the risk of vaccine-preventable diseases through increased immunisation rates in the community.

The legislation requires all children enrolling in early childhood education and care services to be up to date with their vaccinations or to have an approved exemption. This includes long day care, kindergarten, occasional care and family day care.

When enrolling at Perry St you will need to show the following documentation –

- A birth certificate
- Proof of address
- Proof that your child's immunisations are up to date for their age
- An immunisation history statement

You can obtain your child's immunisation history statement from Medicare online accounts or through your Medicare mobile app. You can also call Medicare to have the statement posted to you or request a copy at a Medicare outlet.

## Minimum Days for Enrolment

- 3 and 4-year-old funded kindergarten in the Banksia room requires a minimum of 2 enrolled days at Perry St to meet state government funding requirements.
- 3 year-old funded kindergarten in the Acacia room requires a minimum of 3 enrolled days at Perry St to meet state government funding requirements.
- All other childcare places require one enrolled day minimum.

## 3 and 4-year-old Kindergarten Registration

If you are currently attending Perry St and would like your child to do 3 and 4-year-old funded kinder at Perry St you do not need to register with Darebin – You will automatically receive a kindergarten place at Perry St.

If you would like to attend a Perry St Kindergarten program but, do not have a child currently enrolled at Perry St – please apply through the Darebin kindergarten registration portal.

<https://www.darebin.vic.gov.au/Community-and-pets/Children-and-families/Kindergarten/Kindergarten-registration>

## Internal Allocation

### *Long day care days and priority of access for funded Kindergarten children*

After priority of access have been met – allocation of kindergarten and long day care places is as follows:

- Funded 3- and 4-year-old kindergarten places are allocated to current families enrolled at Perry St
- Long day care places are allocated to children enrolled in Perry St funded 3- and 4-year-old kindergarten
- Siblings of funded 3- and 4-year-old kindergarten Perry St children are allocated same long day care days if requested
- When all funded 3- and 4-year-old Perry St long day care and kindergarten places have been allocated, remaining long day care places will be offered to children enrolled in other funded kindergarten services.

Please also refer to **Fee Policy** and cancellation of kindergarten and or long day care places.

## External Allocation

### *Long Day care offer procedure from Perry St waitlist portal*

When a place becomes available for your child and you are next on the waitlist, we will offer you a place via Storypark Manage platform. This will be in the form of an email and follow up phone call. If there is no response to the contact within 48 hours – we will withdraw the offer and move to the next family on the list. When we make contact with you and offer a childcare place – we will give you 3 business days to consider and accept the offer. If you do not respond/accept – you will remain on the list unless otherwise advised to be removed.

If you accept the offer (via Storypark Manage platform) you will be then prompted to complete your enrolment form and provide you child's immunisation record. A \$500 deposit is required before commencement. This deposit is non-refundable. It will, however, go towards your fees. Please refer to Fee Policy and procedures.

*A copy of the child's birth certificate and proof of address must be submitted with all applications.*

You will be invited to attend the Centre for a short orientation process where you will meet your child's educators, receive remaining paperwork to complete the enrolment process, discuss any concerns and establish an orientation procedure for your child. An official start date will also be decided on this visit. Your start date should be one week from when you contacted the Centre. This is also the date you will be invoiced from.

## Confirmation and Cancellation of Places

### *Funded Kindergarten and/or Long Day Care Places*

Places are confirmed upon signing and return of the letter of offer to the office and when the associated deposits are paid.

### *Cancellation of Places*

Please notify Perry St of your intention to cancel as soon as possible. Please refer to **Fee Policy** for notice period and deposits. Cancellation of a funded 3 and 4-year-old kindergarten place will also forfeit all associated long day care places.

### *Cancellation Notice Period*

A 4-week notice period applies to all cancellations of childcare and kindergarten places. Notice of cancellation over the two-week Christmas closure period will not be accepted and will be started from the commencement of the invoicing period in January.

*This process does not apply to vulnerable children. Children and families that are experiencing vulnerability are to be supported according to their individual needs. Where children/families are linked to Child Protection and not attending; Educators will need to inform their Case Officer.*

## Fees

The Committee of Management base fees on the annual income required to cover the annual costs of the centre. The budget is reviewed in October and fees set in November for the following year. These are monitored and reviewed every 6 months by the director, treasurer and committee of management. There will be a 4 week notice period of any fee increases.

## Payment of Fees

It is the responsibility of all parents to ensure that fees are paid promptly. Fees are invoiced fortnightly by email. You can pay fees internet transfer. Payment details can be found on the invoice.

## Fees Payable

Fees are charged for public holidays. Fees are not charged over the Christmas/New Year break when the Centre is closed.

Fees are payable for days when a child is sick or absent from the Centre for any reason. When a child attends for an extra day, the family is liable for that place at their daily fee. Families cannot swap days. They may take an extra day and the director can offer to sell the child's designated day, only if logistically possible. Otherwise, the parent must pay for the designated day as well as the extra day. In the event of a child's absence from the Centre (regardless of length of time) the child's family remains responsible for the fees, unless the Centre Director is able to sell some or all of those spaces on a casual basis. This is not guaranteed.

## Kindergarten Fees

No additional kindergarten fees are charged on top of your usual daily child care fees and these fees remain eligible for Child Care subsidy. Upon confirmation and acceptance of a three or four-year-old kindergarten place at Perry St, a Kindergarten Holding Fee (KHF) of \$500 will be charged. The KHF is forfeited if you withdraw from the place before end of Term 1 of the kindergarten year. The KHF will be credited to your account in April of the kindergarten year.

## Fee Deposit

### *New Families Upon Enrolment*

A deposit of \$500.00/per family is payable within 48 hours of confirmation and acceptance of a childcare place at Perry St. This deposit will be credited to the families account at the end of the first month of attendance. This fee is not refundable if you cancel the place before commencement. A 4-week notice period will apply after commencement of childcare place and the bond will be forfeited if the 4 weeks' notice period is not honoured.

### *Current Families Upon Re-Enrolment*

A deposit of \$150.00/per child is due for current families when confirming and accepting a childcare or kindergarten place for the following year.

## Child Care Subsidy

The Australian Government is committed to ensuring that Australian families are able to access affordable, flexible and high-quality child care. The Government provides a number of subsidies and programs to help with the cost of child care, with the Child Care Subsidy being the main type of assistance that most families will use.

### *Eligibility Requirements*

To be eligible for the Child Care Subsidy the following requirements must be met:

- the child must
  - be a ‘Family Tax Benefit child’ or ‘regular care child’ and
  - be 13 or under and not attending secondary school and
  - meet immunisation requirements
- the person claiming the Child Care Subsidy, or their partner, must
  - meet residency requirements and
  - meet the Child Care Subsidy activity test (or be eligible for an exemption) and
  - be liable to pay for care provided under a Complying Written Arrangement (their written agreement) with their child care provider
- child care must be provided by an approved provider in Australia and not be part of a compulsory education program, for example school.

There are exemptions for individuals who genuinely cannot meet some eligibility requirements.

Child Care Subsidy will be paid directly to child care providers to pass on to families as a fee reduction so that their fees are reduced at the time they use child care. Families will pay their provider the difference between their subsidy and the fees charged – the gap fee. Families will not be able to elect to receive their subsidy as a lump sum at the end of the financial year. Families will need to make a claim for Child Care Subsidy when (or before) each child starts attending care.

Any Child Care Subsidy owed to families following the end of year reconciliation process will be paid directly to families as a lump sum. If a family has been overpaid Child Care Subsidy during the year the family may have to repay some Child Care Subsidy (a debt).

It is the family’s responsibility to notify the Family Assistance Office (FAO) before or as soon as possible if they have had a change in circumstance i.e.

- change of income;
- change of child care service;
- eligibility for more than 24 or more than 50 hours;
- change of partnering arrangements by commencing or ending a marriage or marriage like relationship;
- death of the person who claims Child Care Benefit;

- a child attending care becomes a school child;
- a child enters or leaves care.

<https://www.servicesaustralia.gov.au/child-care-subsidy>

## Overdue Fees

Should a family not maintain the fortnightly payments; the Director will take the following action:

- If payment is late by 2 weeks there is a courtesy reminder
- If payment is late by 4 weeks a first warning letter is forwarded to the family
- If payment is late by 6 weeks a 2<sup>nd</sup> letter of warning is given and the issue is raised at committee.
- If no payment is received a final letter advising that care will be withdrawn within 2 weeks is forwarded to the family;
- If full payment is still not received another letter stating that care has ceased and legal action will be taken is forwarded to the family.

Families should contact the director to discuss alternative arrangements for regular payment. If you are experiencing financial hardship, please discuss this with the director so arrangements can be made.

## Community Contribution Levy

As a community not-for-profit Centre, Perry St values and relies on our family's participation and involvement. Families are asked to contribute 5 units of voluntary contribution per year and these units can be achieved in many various ways. This can be as follows:

- Committee of management – Executive committee members, general members
- Sub-committees – fundraising, sustainability, grants, kitchen, Darebin council liaison, projects
- Fundraiser events – sausage sizzles, cake stalls, trivia nights, silent auctions
- Working bee – gardening, landscaping, cleaning
- Repairing/creating – equipment, toys, resources as needed

As an example, we hold at least two working bees a year – one working bee is equivalent to 4 units OR Baked goods for a cake stall is equivalent to 1 unit.

Each family is responsible for keeping track of their contribution units using the template provided at the beginning of the year. Families will then return their signed contribution list to the office at the end of November.

If you choose not to contribute via participation for the year, you will be charged a \$450 Contribution Levy Fee. The fee will be added to your account statement in the first week of December.

## Late Collection Fee

In the event of a late pick-up, educators would appreciate a courtesy call so they can reassure children. A late fine will apply to all children picked up after 6.00pm, as educator ratios and costs are based upon the hours that children attend the Centre.

The late fine to be paid is \$3.00/min for first 10 minutes and \$5.00/min thereafter. Fines will be added to fortnightly fee invoice and payment is expected within the due date.

If late pick-up occurs more than 25% of child's attendance in one month or more than twice a week the director will issue a written warning to the parent and a copy of the letter will be forwarded to the committee of management. If late pick-up continues to occur after written warning, the director must give notice to the committee of management so discussion of forfeiture of child's place at the Centre can be considered or to impose other conditions. Notice is also given to the parent so they may also attend the meeting.

In the event of a late pick-up, please also refer to **Delivery and Collection of Children Policy**.

## Getting Ready to Start

### Orientation

Orientation is an essential and important part of the settling of new children and their families. It assists in building relationships between parents, staff and children. The orientation process familiarises family and children with the daily routines, environments and procedures of the Centre.

The time frame of the orientation process will vary depending on each child and family. A typical orientation process is as follows;

- Child attends for a few hours accompanied with a family member. This may occur two or three times in a week.
- After first week a family leaves child for a few hours with educators. The family member must remain in the staffroom if it is not the child's booked day. If it is the child's booked day and the child seems fairly settled, the family member can leave the premises.
- Following on, the family member can try to leave the child for a morning or afternoon, perhaps a sleep and meal. This should occur on a booked day.
- After this the family can leave their child for a full day.

There are a few factors that need to be taken into account with orientation. Each child and family will respond to orientation differently depending on previous experiences. Further visits with a family member accompanying the child in the room may be required. Educators will use their discretion on when to call a family member when a child is distressed. Educators will attempt to settle crying children but, will not allow a child to be distressed for prolonged periods of time. Educators and family members should establish further orientation strategies if the initial orientation process has not achieved a desired outcome.

Families must call in advance (especially for the Hakea room) to organise orientation times, simply because, the babies' room can fill up with a lot of adults and create unnecessary anxiety for orientating babies.

*Flexibility from the family member is critical in this process. During orientation a family member must be prepared to come and pick up their child when necessary.*

Perry Street acknowledges that orientation can be a stressful time for families and children therefore; it is advisable to allow as much time as possible for your child to settle in before returning to work.

For further information please refer to our **Enrolment and Orientation Policy** at [www.perrystreet.com.au](http://www.perrystreet.com.au)

## What to Bring

Clothing and footwear should be appropriate for children to play and move freely, climb/run safely and to get dirty. Please ensure all items are clearly labelled with your child's name. Depending on the age of your child – you will need to pack the following each day:

- Nappies
- Two sets of spare clothes
- Spare underpants
- Spare socks
- Sunhat (September to April)
- Coat (winter)
- A comforter (blanket, teddy, dummy)

## Toys from Home

Perry St strongly encourages children to leave personal toys at home. Educators cannot be responsible for lost toys. Comfort toys are, of course, acceptable. Perry Street does not advocate war or fighting play – therefore all fighting toys and superhero costumes are discouraged.

## Pick Up and Drop Off Time

Upon arrival and at collection – you are required to sign your child in and out. The sign in process is digital and you will be required to sign in with your own PIN. This is a legal requirement.

All children are to be collected by an authorised person nominated on the child's enrolment form. If at any time someone not listed on the child's enrolment form is to pick the child up you must advise in writing (email) stating date, time and full name of person. This will be placed in the child's record. This person will then be required to show ID when they arrive to collect the child. In the event that written notification is not possible please telephone to advise educators at the Centre. This needs to be followed up with a written note/email as soon as possible. This will be placed in the child's record. All authorised collectors need to be 16 years or over.

*Educators will not release children from their care to unauthorised collectors.*

For more information, please refer to our **Delivery and Collection of Children Policy** at [www.perrystreet.com.au](http://www.perrystreet.com.au)

*PSCCC opens for children from 7.30am. Children cannot be signed in and left before this time. PSCCC closes at 6pm. Pick up after this time will incur a late fee (refer to fee policy).*

## Absences and Extra Days

If your child will be away (illness, vacation etc.) please let Perry St know as soon as possible as we may be able to sell your days (not guaranteed). Some families advertise casual vacancies on the Perry St Facebook page. Please ensure that you follow this up with an email to the Centre to ensure that the director knows of the vacancy and can fill the place with the next person waiting on the list.

If you require a casual extra day – please email the Centre with the dates and you will be placed on the casual waitlist for any days that become available in your child's room.

## Facebook Communication Forum

In order to provide an easy way for parents to access our online calendar of events, share ideas about the Centre and provide general feedback, the Committee of Management has established a

Facebook community page (forum) restricted to parents and educators of the Centre. This offers parents an alternative communication channel which will provide further opportunity to support the Centre, at a time that suits everyone's busy schedules.

The following outlines how to access the forum as well as some general guidelines for participation. Please note that the forum will be moderated by the committee's online sub-committee and any posts that fall outside the group guidelines will be deleted.

### *Guidelines*

The Perry St Online Community (forum) is provided by the Perry St Committee of Management and is designed to facilitate communication between parents on Centre issues of a general nature. This includes items such as:

- Requests for ideas and assistance with upcoming events/fundraising
- Discussion of draft policy and guidelines
- Updates on changes to Federal and State legislation relating to child care and any resulting changes to be implemented at Perry St
- Information about the symptoms and treatment of any contagious illnesses or medical conditions that have presented at Perry St
- Reminders to parents about seasonal clothing/sunscreen etc.
- Requests for donations of toys, books and/or art materials.
- Providing feedback to staff on current activities/program in the rooms, including any suggestions for future activities

*This is not a platform to discuss individual issues or concerns with Centre Staff. Please raise any individual concerns, particularly those concerning your child and their care, in person with the director. Online comments of an individual nature will be removed as they contravene the purpose of this forum.*

Only current parents/legal guardians and staff members are permitted to access the forum. Please note that it is not a requirement for staff to participate in the forum. To join the Perry St Facebook page please send a request to "Perry St Childcare – Communication Forum".

### Privacy and Security

Perry St policy on the publication of content relating to children at the Centre applies within this forum. With this in mind, we ask participants to be mindful to:

- Not provide your account name or password to others (even if they are relatives)

- Not discuss children by name on the forum
- Use only first names when referring to staff on the forum
- Not provide personal or identifying details (such as your address or phone number)

### *Photographs*

We ask that parents do not load photographs onto the forum. Perry St Child Care Centre currently collects permission from parents/legal guardians to take photographs of children and to include them in Perry St newsletters/program display books etc. However, this permission does not extend to cover parents displaying photographs of children in the forum (even if the photograph includes their own child/children). Any photographs loaded onto the site that do not meet Perry St policy for the creation and sharing of images of children will be removed.

### *Online Forum Conduct Rules*

Do not post anything that may:

- contain offensive or discriminatory comments;
- harass or 'stalk' any person;
- contain defamatory statements or personal attacks on others;
- reveal personal details or private information about any other person (or anything contrary to our privacy policy);
- be represented as being made under another person's name or by impersonating another person;
- contain commercial advertising unless you have written permission from the Perry Street Committee of Management to do so;
- contain excessively coarse language or content which would be rated R, RC or X by the Australian Classification Board (for more information please see the Office of Film and Literature Classification); or
- breach any intellectual property rights law
- be in any way criminal or illegal.

## **The Educational Program**

### Philosophy

The Perry Street Philosophy is used as a guide for decision making, as a mirror reflecting our values, and as a celebration of the strengths of children. This Philosophy is formally reviewed at same time as the Strategic Plan, which is every four years.

The current Philosophy consists of three parts; a Statement of Vision, Statement of Principles and Statement of Action. In combination, these are the foundation to a method for which our community strives to create each day. As children are central to all we do, voices from our 2024 Kinder group, highlighted in *italics*, are woven throughout. A full copy of the Philosophy can be found on the website.

## Reconciliation Action Plan (RAP)

The educators at Perry Street Childcare Centre and Elizabeth Gorman Memorial Kindergarten acknowledge the inequalities and inequities Aboriginal and Torres Strait Islander Peoples of Australia since colonisation. We will continue to learn the true history of colonisation and understand how this has impacted on past, current and future generations.

Perry Street will actively promote reconciliation by:

- Ensuring that educators embed Aboriginal and Torres Strait Islander peoples' perspectives in their programs with a focus on acknowledging, learning about, and making links with the local Wurundjeri Land and community. This will start in the baby's room as educators understand learning begins from birth.
- We will strive to make links with our local Wurundjeri community.
- Children and educators will do a daily Acknowledgement to Country.
- Educators will focus on encouraging respect for cultural diversity and tackling prejudice.
- By providing a culturally safe environment for Aboriginal and Torres Strait Islander Peoples and all members of our educational community.

Our RAP is currently in draft form and will be re published in January 2025. You can access our RAP on our website – we also have a copy available in the foyer at Perry St.

<https://www.narragunnawali.org.au/raps/who-has-a-rap>

## National Quality Rating and Assessment

Perry St has been assessed against the National Quality Standard (NQS) by regulatory authorities and we have been rated as **exceeding** the National Quality Standards. We have a Quality Improvement Plan as required by the NQS and this can be viewed in the office at Perry St.

## Curriculum and Learning Documentation

Perry St educators use the Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF) when planning for learning at Perry St. Learning plans are displayed in the rooms and in display books. There is both an outdoor and indoor learning program. Please take the time to look at these plans regularly. Educators also document children's learning, linking their learning in with Early Childhood Curriculum.

Parents can view their child's learning portfolio at any time via the Storypark platform. Educators prepare a summary of each child's learning, strengths and challenges twice a year.

## Learning About Food

Children are involved in producing food, menu planning and food preparation at Perry St. We aim to expose children to healthy whole foods and allow children to become familiar with food from a variety of cultures and also food lifestyles – (vegan). The learning goals are:

- To expose children to and familiarise them with healthy wholefoods
- To allow children to become familiar with foods from many cultures and lifestyles
- To show children how to conserve water, compost and recycle our resources



Children plant and grow fruits and vegetables in each outdoor space. They learn about water conservation, composting and recycling. Children also participate in cooking programs such as native Australian bush tucker, passata making, fresh pasta and breads. The Banksia children take out the kitchen scraps to the chickens and collect the eggs.

## Respectful Relationships

Educators implement a range of strategies to ensure that all children can play safely and not feel excluded or threatened. These are:

- The physical environment is set to allow plenty of space with plenty of resources
- Educators position themselves and engage with children to manage safe play and child dynamics
- Educators plan the learning program so as children are engaged in positive play
- Educators guide and support children in negotiating play and friendships

Educators understand the children's ages and stages and how these impact on the nature of children's play. Educators balance expectations of children together with helping them learn new skills such as sharing, respecting one another and negotiating play.

It is to be expected that children will need guidance to play fair and equitably – children need support to work through conflict. Educators work closely with children to help them negotiate play and friendships. Educators encourage children to communicate their needs, feelings and ideas verbally and seek help from an educator.

Pushing, hitting, biting etc. are strongly discouraged by educators and children are shown how to express themselves through using words and by example. Educators also observe children's play to ensure that children are not involved in bullying and exclusive type play.

Occasionally, educators might find that a child is not responding to these strategies and requires more attention from educators – usually this is when a child is putting other children's safety at risk on a continuing basis. At this point educators will:

- Communicate this with the child's parents
- Reflect on the expectations of the educators – are we expecting too much of the child?
- Reflect on what is happening in the room and what is happening for the child – is the child been included in play? What kinds of interactions are occurring between the child and other children? Is the learning program meeting the child's needs and interests? How is the physical environment impacting on the child's play? Are educators supervising and managing the environment and children effectively?
- Implement strategies in collaboration with the director and parents to help support the child to change their behaviours.

This process will be reviewed and if after a time there is no change/improvement – with parent permission - educators will seek help/advice from specialists. This might include a Pre-school field officer who can then make the appropriate referrals. Educators understand the sensitive nature of these situations and treat it with the up most respect, privacy and confidentiality.

For a more detailed view please see our **Interactions with Children Policy** at [www.perrystreet.com.au](http://www.perrystreet.com.au) or view a hard copy at the office at Perry St.

## Communication

Communication between educators and families about their child can occur through:

- Informal, brief chats about the child's day via phone, email or during drop-off and pick-up times.

*It is important to keep in mind that educators are supervising and engaging with children at drop-off and pick-up times so conversations need to be kept at a minimum.*

- Daily information about meals, naps, bottles and nappy changes can be found displayed in rooms.
- Learning programs and documented children's learning is displayed in children's rooms.
- Parent information evenings are held twice a year.

- More detailed conversations can take place about children’s learning with educators by appointment.

## Children's Routines

The Centre has an overall routine centred around mealtimes and educators shifts. Each room’s daily routine is tailored to meet the needs of the specific age group. Each room has their daily routine displayed within their environment. Our routines are relaxed and flexible so that unplanned events can be given the time they need.

The indoor and outdoor environments are valued equally and as children learn differently in both environments, indoor/outdoor play is often used in the rooms. Staff attempt to manage children’s individual routine needs as best as possible within the constraints of the Centre’s daily functioning.

## The Elizabeth Gorman Kindergarten Program

Perry St runs an integrated 3-year-old and 4-year-old program. Both Kindergarten programs have bachelor qualified kindergarten teachers and are integrated into the long day program for all children in the Banksia and Acacia Room.

Perry St families who choose to have their child complete their funded kindergarten program at Perry St – are confirmed through Perry St enrolment process. External enrolment is through City of Darebin. Current Perry St families who choose to do their funded kindergarten at another service will be offered any additional child care days after all current Perry St families funded kindergarten have been placed. Information for this program can be found in the Perry St Kindergarten Handbook.

## ‘Out & About’ Excursion Program

Teachers and educators take children out on regular excursions to explore their local community. Children learn about their natural environment, urban elements and the people in their own community. These excursions are linked in with children’s interests, developmental stages and intentional teaching moments. Excursions include regular expeditions to Darebin parklands and the Fairfield Library.

# Health and Wellbeing

## Relaxation and Sleep

It is expected that children will nap in the Hakea and Waratah room due to their ages. Each child has their own sleep mattress and staff sit quietly with them until they fall asleep. In the Acacia room there is a rest time from 12 – 2pm. Some children will sleep and others will play quietly or rest on their bed. In the Banksia room some children still nap – at parent request. A quiet space is set aside between 12.30 and 2pm for this.

Please refer to **Relaxation and Sleep Policy** on line at [www.perrystreet.com.au](http://www.perrystreet.com.au) or ask to see a hard copy from the office.

## Independent Toileting

Toilet training should be done in collaboration between parents and educators. When parents are ready to begin toilet training, (it is important that the parents are as ready as the child is) you can talk to your child's educators about strategies and consistency between the Centre and home. Please ensure you include extra changes of clothes for your child including shoes and socks.

## Supervision

The provision of a safe and secure environment for all children at Perry Street Child Care Centre adequate supervision of all enrolled children is maintained at all times. Educators ensure adequate supervision by implementing the following:

- Educators are rostered according to the National Education and Care Regulations 2011 – Perry St roster exceeds the minimum child to educator ratio. Ratios are maintained throughout educator breaks.
- Educators communicate to each other at all times their whereabouts, if they leave the room/yard.
- Educators at Perry St position themselves in the room/yard in order to be able to visually see/hear all children.
- Educators engage with children at all times to ensure adequate supervision and anticipation of children's activities.
- The design and arrangement of the physical environment supports active supervision.
- Children are fully supervised in bathrooms and babies are not left unattended on change tables.

Please also refer to **Supervision Policy** at [www.perrysteet.com.au](http://www.perrysteet.com.au) or view a hard copy in the office at Perry St.

## Centre Security

The Centre has a security key pad system at the front gate. This will require families to enter a code at the gate to enter and to activate release button upon departure. Upon the first orientation visit to the Centre, the Director or Assistant Director will give each family the code to the security gate. Families are asked to only pass on security keypad code to authorised people nominated to collect children on the enrolment forms. All visitors to the Centre will not have access to this code, and will have to ring the office intercom to gain access. Only when visitor's identities and reasons for their visit are established will visitors be granted access to the Centre.

*We ask families to be mindful of not allowing unidentified person/s into the Centre for the safety of children and educators. Please do not allow any child other than your own to exit out of the gate.*

All visitors must report to the director or person in charge, upon arrival and departure of the Centre, so that all visitors are accounted for during their visit. All visitors and educators are required to sign in and out at the office.

## Sun Protection

From the 1<sup>st</sup> September until April 30<sup>th</sup> or when the UV levels are above 3 is when our sun protection policy applies. Children, teachers and carers will be required to do the following:

- Wear a wide brim hat - bucket or legionnaire style (baseball caps are not accepted)
- Wear long sleeve or capped sleeve tops/dresses
- Apply sunscreen
- Children’s outdoor play is limited to mornings until 11am and afternoons from 3pm on hot days
- Young children under 2 years are encouraged to stay in the shade

Parents are asked to apply sunscreen to their child upon arrival. Staff reapply in the afternoon. Sunscreen is provided by Perry St but, if you would prefer an alternative brand to be used, please supply a bottle of it with your child’s name written on it. If you do not want your child to have sunscreen applied, please put this in writing and pass to the Office.

## Babysitting

Perry St does not permit babysitting arrangements between current educators and families. This also includes signing children in and out and taking them home. Babysitting contravenes our professional Code of Conduct, child safe environment policy and WorkSafe procedures.

## Party Invitations

At Perry Street, social and cultural inclusion are important to our values and our educational programs. As such we ask that if parents wish to distribute party invitations at the Centre it is done in a thoughtful way and aligns to our inclusion policies. We ask that this is done discretely through the use of children's lockers, bags or through direct relationships with parents. We will also be providing a mechanism to share your details with other parents if you wish to, so please keep your eye out for sign-up sheets in the rooms or ask educators how you can give this information.

If you need some ideas or support with how to make party invite distribution happen, please have a quick chat with our Director.

## The Kitchen Program

Perry St takes great pride in ensuring children are well fed and experience a variety of healthy foods inspired from many different cultures and food lifestyles. Our cooks are experienced early childhood educators who are also trained in food safety and handling. Our kitchen is audited twice a year both from Darebin Council and an external food safety auditor.

Food is sourced from local suppliers and is prepared from scratch wherever possible. We source quality fruit and vegetables, meat, dairy, eggs and bread – all locally produced. We use brown rice, whole meal bread and no processed cane sugar. We do not use sausages, processed meat/pork.

We provide for most food choices and allergies. We offer soy milk alternatives, egg free, gluten free, vegan and vegetarian meals. Risk minimisation plans are implemented to ensure meals for children with allergies are prepared safely. All our cooks/educators receive training to understand specific health needs and how to manage them.

### *Menus*

Our menu is planned on 4-week cycles and varies between summer and winter so as to make use of seasonal produce. Menus are displayed outside the kitchen and in the children's rooms. Menus include allergy, vegan and vegetarian options.

### *Birthday Cakes*

Our chef prepares a birthday cake for each child when it is their birthday. The cake is usually a pear, banana or orange cake. Please do not bring birthday foods to the Centre as we cannot ensure adequate food safety for children with allergies.

## Medical Management

### Administration of First Aid

All educators at Perry St complete comprehensive first aid training and complete CPR update training annually. Educators also complete asthma and anaphylaxis first aid management. A full first aid kit is maintained in each room and updated regularly. Please also refer to **Administration of First Aid Policy** at [www.perrysteet.com.au](http://www.perrysteet.com.au) or view a hard copy in the office at Perry St.

### Medical Conditions

Medical conditions at Perry St commonly include the following – allergy (food, insect, plant) asthma, celiac, anaphylaxis and some specific conditions such as diabetes or epilepsy. Educators work together with families and medical practitioners to effectively manage these conditions so as children can be safely included in the childcare and kindergarten program. The procedures for inclusion of children with medical conditions at Perry St are as follows;

- When enrolling your child at PSCCC please indicate on the enrolment form your child’s medical condition. Your child’s medical condition will be discussed with the Director and your child’s educators so as the appropriate management strategies can be implemented.
- A risk minimisation plan and communication plan will be completed by the director and educators. This will be signed by the parent and copies kept with the child’s educators and in the child’s enrolment record.
- Associated medicine with the medical condition will be provided by the parent and stored at the centre. Administration of this medicine will be outlined on the medical action plan including specific dosage amounts and correct name of medicine.
- Dosage amounts must be in line with dosage on original container of medication. Expiry dates will be checked regularly by educators.

Please refer to our **Medical Conditions Policy** at [www.perrystreet.com.au](http://www.perrystreet.com.au) or view a hard copy in the office at Perry St.

## Action Plans

Certain medical conditions require a medical Action Plan to be formally documented with the assistance of a General Practitioner (GP). ACSIA have more information on their website <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>.

An Action Plan is completed and signed by a doctor. The Action Plan will be displayed in your child’s room so as all educators can refer to it when necessary. A copy will also be kept with your child’s enrolment record.

The Action Plan will be communicated to all educators at staff meetings and food allergy plans communicated to the kitchen.

## Administration of Medication Procedure

Occasionally your child will need to take medication whilst at Perry St. No medication is given without parent written authorisation. All medications are to be handed to an educator to be stored safely. No medication is to be left in children’s bags. Please also refer to **Administration of Medication Policy** at [www.perrystreet.com.au](http://www.perrystreet.com.au) or view a hard copy of the policy in the office at Perry St.

### *Prescription Medication for Anaphylaxis*

In the event that an Anaphylaxis Action Plan is activated an EpiPen will be administered, an ambulance called and parents notified please refer to the **Anaphylaxis Policy** at [www.perrystreet.com.au](http://www.perrystreet.com.au) or ask to view a hard copy in the office at Perry St.

### *Prescription Medication for Asthma and Allergy*

In the event that an Allergy or Asthma Action Plan is activated, and Ventolin or anti-histamines administered, parents will be notified by phone. The procedure is as follows:

- Educator observes symptoms occurring that signify the activation of the asthma or allergy action plan
- The relevant dosage of anti-histamine or Ventolin is administered by an educator and witnessed by a second – usually the director or responsible person in-charge
- Parents are notified by phone
- If child responds to medication and recovers – no more symptoms apparent - then the child does not need to be collected.
- If there is no change in the child – symptoms persist – the action plan will continue to be implemented and appropriate action taken relevant to the severity of the allergy/asthma attack.
- Parents need to provide the Ventolin and or anti-histamine and leave it at the centre with the child's name clearly written on the original container.
- Please also refer to **Asthma Policy and Medical Conditions** at [www.perrysteet.com.au](http://www.perrysteet.com.au) or view a hard copy in the office at Perry St.

### *Other Prescription Medication*

If children require a dose of prescription medication, such as antibiotics, to be administered during their time at Perry St:

- You will need to complete the medication form. Ask your child's educator where this is and fill it out with them. You will be asked to write previous dosages in last 24 hours and the dosage to be given and at what time

*The medication will need to have your child's name, dosage and use by date present on the original container as prescribed by the doctor. The medication cannot be administered if this is not clear on the label.*

- When an educator has administered the medication, they will fill out the medication form and sign it
- Upon collection of your child, you will be required to sign the medication form to acknowledge that you have been informed of the medication administered during the day (This is a regulatory requirement)
- Antibiotics will be stored in the fridge in the kitchen.

### *Non-Prescription Medication*

In the event that your child has a fever and/or cannot participate in the activities of the day – you will be asked to collect your child. However, sometimes children who are teething or have ear ache, require pain relief but are still generally well enough to be at the Centre. In such circumstances, non-prescription medication such as Panadol, Nurofen, Dimetapp etc. can be administered for these very specific reasons whilst the child is at Perry St. You will need to:

- Provide the pain relief medication as we do not keep any at Perry St
- You will need to speak to an educator about filling out the medication form
- You will need to describe specific symptoms in which the medication will need to be given
- Dosages written on the medication must match that of what is prescribed on the container
- Medication must be in the original container and not be passed it's used by date
- Previous dosages within the last 24hrs must be recorded on the medication form
- Pain relief medication will not be administered for any longer than 48 hrs in a row without an accompanying letter from the doctor
- Please also refer to **Incident, Illness and Injury Policy** at [www.perrystreet.com.au](http://www.perrystreet.com.au) or view a hard copy of the policy in the office at Perry St.

### *Other Non-Prescription Applications*

If you would like educators to apply nappy rash cream or any other cream, such as sorbolene, regularly on your child – you will need to complete a consent form. Please speak to your child's educator. Please write your child's name clearly on the cream container/tube. Expiry dates will be checked regularly.

## Illness, Injury and Incidents

Procedures for the management of illnesses, injuries and incidents that occur at Perry St are as follows:

### *Illness*

- When a child becomes ill (fever, vomiting, diarrhoea) you will be contacted to collect your child. This is to minimise the spread of infection to other children and educators.
- You will be notified by phone and asked to collect your child as soon as possible.
- Educators will complete an illness form – recording symptoms and actions taken. You will need to sign the form when you pick up your child.
- Sometimes your child might be unwell at Perry St and unable to participate in the activities of the day, (excessive coughing, lethargy and sleepiness, needing to be held constantly by an educator) educators will call and discuss the need to collect your child.

*Children cannot return to Perry St until they are 48 hours free from any vomiting, diarrhea & 24 hours free of fever.*

### *Injury*

- When an injury occurs to a child at Perry St Educators implement the following procedures:
- First aid is given to treat the injury and child is comforted
- Accident is written up in accident book with the following details recorded – time, date, circumstances, nature of injury and witnesses/signatures
- You will be required to sign the accident form upon collection of your child. If the parent is not collecting the child on the day of the accident – you will receive a phone call notifying you of the accident. Parents are to be notified within 24 hrs of the accident occurring.
- Some accidents occur that involve head, back, neck, abdominal or groin injury but, don't appear to need medical treatment then we will give you a call to inform you of the accident. You will need to sign the accident form when you collect your child at the end of the day.
- An accident that occurs that appears to need follow up medical advice but, not an ambulance (i.e. a hard knock to the head or suspected broken bone, knocked teeth) we will call you to come and take your child to see a doctor. You will need to inform us of the outcome. The director will notify the Department of Education and Training of the injury.
- An accident that occurs that requires emergency medical treatment – you will be notified immediately. Educators/director will administer first aid until an ambulance arrives. The director will notify the Department of Education and Training of a serious incident within 24hrs and the committee of management will also be notified.

### *Incident*

An incident, minor or serious, that involves any unplanned event resulting in potential injury or illness, damage or other loss will be handled in the following manner:

- Minor incident, administer any first aid and comfort child
- Complete incident form recording date, time, circumstances, action taken, witnesses and notify parents.
- Serious incident, administer first aid, call ambulance, notify parents and report to Department of Education and Training. Notify Committee of Management.

Please also refer to **Incident, Illness and Injury Policy** at [www.perrysteet.com.au](http://www.perrysteet.com.au)

## Infectious Diseases

The Public Health and Wellbeing Regulations (2019) contain several statutory obligations relating to exclusions for infectious diseases in early childhood settings. All educators/staff at Perry St are

committed to preventing the spread of vaccine-preventable diseases through simple hygiene practices such as hand washing, effective cleaning procedures, monitoring immunisation records and complying with recommended exclusion guidelines and timeframes for children and educators/staff.

- Refer to the exclusion table on specific procedures for infectious diseases.
- Please report to the Director if your child contracts an infectious disease.
- Please keep your immunisation up to date and record this on your child's online enrolment record.
- When there is a confirmed case of an infectious disease at the centre – you will be notified by email.

### *Gastro*

In the event of a gastro outbreak (more than 3 cases in 24 hrs) the director will notify the Department of Health and City of Darebin. Educators in the affected room(s) will wash all toys, equipment and wash down surfaces according to Department of Health guidelines. It is important that children remain excluded until they have fully recovered to stop the spread of Gastro. Fully recovered means 48hrs with no diarrhoea or vomiting.

### *Headlice*

If headlice are detected in your child's hair – you will receive a curtesy call to let you know that you will need to use a headlice treatment before your child returns to Perry St. If headlice is not treated thoroughly according to directions on treatment packs it will return again.

Please also refer to **Dealing with Infectious Diseases Policy** at [www.perrysteet.com.au](http://www.perrysteet.com.au)

## Immunisation

Perry St also adheres to the State governments policy that all children should be up-to-date with immunisations before attending childcare or kindergarten. You will need to provide an official immunisation certificate from Medicare upon enrolment. Please see above 'No Jab, No Play' section for more details. <https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play>

## Exclusion Table

The most current version of the Exclusion Table can be found on the Victorian Government Department of Health website <https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>.