



TELEPHONE 9889 7996

rowen.st.kin@kindergarten.vic.gov.au

www.rowenstreetkinder.com.au

WELCOME

WOMINJEKA

Rowen Street Kindergarten acknowledges the Wurundjeri people as the traditional owners of the land

Rowen Street Kindergarten is committed to the safety and wellbeing of all children and young people

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1. Welcome

The Staff and Committee at Rowen Street Kindergarten welcome you and your child to an exciting year of kindergarten. We look forward to working with you to help your child reach their optimum level of development and transition to their next program.

2. Philosophy

At Rowen Street Kindergarten, we believe that:

- Optimal learning will occur when children are in a safe, warm, caring, inviting and stimulating environment
- Children should have the opportunity to explore in a natural environment
- Sensory opportunities support learning in young children, especially their wellbeing
- Through risk taking and independence, children learn resilience, develop a higher self-esteem and become more creative capable learners
- Learning for life starts in early childhood and children should be involved in caring for their environment and themselves, being part of a group, respecting others and learning a range of social skills
- Continual reflection and learning provides a contemporary and relevant program for the children and families
- Each child is individual and intentional teaching needs to cater for their skills and learning styles
- The program should contain a mixture of indoor/outdoor play, active/passive times, open and closed ended activities, opportunities to be in a small group, by themselves and with the whole group and have many opportunities for exploration, choice, decision making and free play
- A balanced curriculum allows the whole child to develop, therefore children should be immersed in literacy, STEM, the arts, physical play and humanities.
- The Community play an important part in kindergartens as a means to access other services, teach the children about the world around them, maintain a place which meets the needs of it's users and support transitions for children

Families are paramount in working with the staff to create a developmentally appropriate program for each child

3. Kindergarten Programs

The highly qualified teachers at Rowen Street Kindergarten all hold a Bachelor of Education and develop quality programs using their skills and knowledge in early childhood development. The philosophy is reflected in this programming and can be viewed on our website.

<https://rowenstreetkinder.com.au/>

The teachers use children's interests, needs and current levels of development to create meaningful programs. They assess using the outcomes in the Victorian Early Years Development Framework of: 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 and Children are effective communicators.

You will find out more information about programming during the kindergarten year.

4. Session Times and Staff

4YO DRAGONFLY GROUP

MONDAY, WEDNESDAY, FRIDAY
8.30AM-3.00PM

TEACHER – JUDITH DEAN
CO-EDUCATORS – TINA
DOUGLAS, KATHERINE
CARTER, MARGARET BONNAR

4YO LADYBUG GROUP

TUESDAY, THURSDAY
8.30AM-4.00PM

TEACHER – TIFFANY BORG
CO-EDUCATORS – KIM DAVIS,
GEORGIE GREY

3YO BUTTERFLY GROUP

MONDAY, WEDNESDAY, FRIDAY
9.00AM-3.00PM

TEACHER – BEC GREEN
CO-EDUCATORS – DEBBIE
SZEREDI, VINDYA DE SILVA

3YO BEETLE GROUP

TUESDAY, THURSDAY
9.00AM-3.00PM

TEACHER – KATHERINE
CARTER
CO-EDUCATORS – SUSAN
ALLAN, DI MANSON

5. Term Dates, Staff Days and Public Holidays 2023

2023 Victorian school term dates

	Start date	Finish date
Term 1	30 January	6 April
Term 2	24 April	23 June
Term 3	10 July	15 September
Term 4	2 October	20 December

<https://www.vic.gov.au/school-term-dates-and-holidays-victoria>

2023 Staff Days (children do not attend)

Friday 27 and Monday 30 January – Staff prepare for the beginning of the year

Monday 10 July – Staff training day (proposed date but may change with our return to onsite delivery)

Tuesday 19 & Wednesday 20 December – Staff tidy up the kindergarten

2023 Public Holidays (children do not attend)
Monday 13 March – Labour Day
Friday 7 th April – Good Friday
Tuesday 25 th April – ANZAC Day
Monday 12 th June – Queen’s Birthday
Tuesday 7 th November – Cup Day

6. Fees for 2023

Please see Appendix 1 for information on the fees for 2023.

A copy of the Fees Policy can be found on our website at <https://rowenstreetkinder.com.au/wp-content/uploads/2022/09/20220914-fees-policy-2023-free-kinder.pdf>

Alternatively, you may email the RSK Vice President at rsk.vicepresident@gmail.com and request a copy.

7. Privacy and Confidentiality

We believe your privacy is important.

Rowen Street Kindergarten Inc. has developed a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on the Rowen Street Kindergarten website.

8. Kindergarten Policies

All policies are available on the website at <https://rowenstreetkinder.com.au/policies/>

9. Management of the Kindergarten

The management of the kindergarten is vested in a committee consisting of parents/guardians in a voluntary capacity. The Committee of Management is responsible for the overall running of the kindergarten including maintenance, expenditure, correspondence, fundraising functions, social functions and provision of teachers’ requirements. While the Committee is elected by the members of the kindergarten, it is also answerable to the Department of Education and the City of Boroondara and must comply with the requirements of the Education and Care Services National Regulations 2011. A list of the Committee members can be found on the notice board in the kindergarten.

a. Committee Meetings

Committee meetings are held a minimum of eight times per year and are open to any member of the kindergarten. The Annual General Meeting is held in November. There is a call for nominations prior to the Annual General Meeting and nomination forms are posted to all enrolling parents and guardians.

If you are interested in standing for a position, or would like to know more about it, please contact the President at rsk.president@gmail.com or the Secretary at RowenSK.Secretary@gmail.com.

b. Complaints & Queries

Parents and guardians are invited to make suggestions and voice concerns regarding the management of the kindergarten by writing to the President of the Committee of Management at rsk.president@gmail.com.

Any concern that cannot be resolved internally may be referred to:

*Department of Education
Level 3, 295 Springvale Rd
Glen Waverley, 3150
Telephone: (03) 9265 2400*

<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/complaints.aspx>

10. Enrolments

Government policy clearly states that children are entitled to **one year of subsidised kindergarten** during the year the child turns three before the 30th of April (for up to 15 hours) and **one year of subsidised kindergarten during** the year the child turns four before the 30th of April (for 15 hours). There are NO funded second year of kindergarten places for 3 year old children and children in the 4 year old classes must be delayed in 2 areas of development to be eligible for a second year by their teacher.

The kindergarten does not handle enrolments directly. To enroll your child or siblings, please contact the Boroondara Kindergarten Central Enrolment Scheme on 9278 4444.

<https://www.boroondara.vic.gov.au/community-support/boroondara-families/kindergarten/boroondara-kindergarten-central-enrolment-scheme>

11. Health and Safety

a) Infectious Diseases

Should your child contract an infectious disease, please let the teacher know. Your child's teacher will be able to give you information on the number of days your child needs to be excluded from kindergarten.

See **Appendix 3** for Department of Health, Victoria, Communicable Diseases Document.

If a child becomes sick after admission, we will ensure that:

- i. the guardian or, if the guardian is unable to be contacted, an emergency person is notified immediately
- ii. arrangements are made for the child to be taken from the kindergarten as soon as possible.

Until a sick or infectious child can be removed from the kindergarten, the teacher will ensure that every effort is made to make the child feel comfortable and that the child remains under close supervision at all times.

If medication needs to be administered at kindergarten, please alert your child's teacher. Medicine cannot be administered to a child until the medication book has been filled in and signed. Any medicine must be in its original bottle/container and given to a staff member. Please **do not leave any medicine in a child's bag or locker**.

b) Hygiene

Parents and guardians are responsible for:

- providing a copy of their child's immunisation status
- keeping their child home if they are unwell or have an infectious disease that requires their exclusion from the kindergarten
- informing the kindergarten if their child has an infectious disease
- supporting this policy by complying with the hygiene practices when attending the kindergarten or when assisting with a service program or activity
- encouraging their child/ren to develop and follow effective hygiene practices at all times, including hand washing on arrival at the kindergarten
- washing of linen is allocated to parents/guardians of children attending the kindergarten
- advising educators if children require assistance while toileting or if they become soiled and require changing

The full Hygiene Policy is available on the Rowen Street Kindergarten website.

<https://rowenstreetkinder.com.au/policies/>

c) Emergency Evacuation Procedures

When it is unsafe for children, educators, staff and visitors to remain inside the facility, the Person in Charge will take control of the following procedures:

- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Notify all the staff and evacuate.
- Assemble children, educators, staff and visitors at your nominated on-site (most likely at the double gates beside the shed and big oak tree).
- **Call 000** and inform emergency services of the nature of the emergency.
- Check the building and close all doors/windows taking: the child attendance list, educator and staff attendance list, your Emergency Kit/First Aid Kit, children's medications, a phone and the Emergency Case. (If safe to do so)
- Once at the assembly point, re-check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations or to leave the premises to the appointed site.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.
- Notify the Approved Provider and DET

d) Accidents and Injuries

If a child has an accident, or is injured, the teacher will ensure that the child's guardian is notified as soon as possible. A record of an accident or illness and treatment given is recorded and parents/guardians are to sign this as soon as practical.

<https://rowenstreetkinder.com.au/wp-content/uploads/2022/08/20220816-incident-ilInjury-trauma-and-illness.pdf>

12. Allergy and Anaphylaxis

RSK has an anaphylaxis policy available on their website. To reduce the risk of an anaphylactic event, the kindergarten adopts several risk minimisation strategies and practices including:

- a) Requiring the parents and guardians of each child with a diagnosed risk of anaphylaxis or allergies to provide the kindergarten with an individual Anaphylaxis Action Plan or Allergy Action Plan listing their known allergens and medications. The Action Plan is prominently displayed in their classroom.
- b) Administration of adrenaline is first line treatment of anaphylaxis. Staff are trained in the identification and treatment of anaphylaxis, including administration of adrenaline via an auto-injector called the EpiPen®.
- c) The kindergarten implements a no food sharing policy for lunches and snacks.
- d) Parents and guardians of children at risk of anaphylaxis have a risk minimisation plan and communication plan stating how to reduce the risks for their child.
- e) Parents and guardians are asked to avoid sending nuts and nut based spreads to kindergarten as there are usually children attending Rowen Street Kindergarten with anaphylaxis to nuts.
- f) Parents and guardians may be asked to avoid sending other foods to kindergarten containing the known allergens of a child at risk of anaphylaxis. Your child's teacher will contact you at the beginning of the year with the relevant guidelines for your class. This is one of many strategies that will help keep young children at risk of anaphylaxis safe.

<https://rowenstreetkinder.com.au/wp-content/uploads/2022/08/20220816-anaphylaxis-and-allergic-reactions.pdf>

13. Asthma

Asthma Foundation Victoria recommends that asthma spacers be used for single person use only. Therefore, parents and guardians of children who have asthma are required to supply a spacer and medication that remains at kindergarten. This needs to be given to the teacher in a sealable, named plastic bag prior to the child attending. Asthma medication is kept at kindergarten for emergencies. Parents/guardians are required to complete an Asthma Action Plan with their doctor before they start. A risk minimisation and communication plan will be completed with the teacher.

<https://rowenstreetkinder.com.au/wp-content/uploads/2022/08/20220816-asthma.pdf>

14. Children with Additional Needs

To help your child reach their full potential, it is important for staff to be updated by families regarding their child's development and to have contact with any specialists working with them.

Staff and Families can also access support via the Preschool Field Officer program if required.

<https://www.boroondara.vic.gov.au/community-support/boroondara-families/kindergarten/assistance-children-additional-needs>

15. Helping at Kindergarten

Rowen Street Kindergarten is a community run centre and we value having parents come and stay and play with their child once or twice a term. This is open to extended family and guardians as well. This gives you the opportunity to observe the program and spend some special time with your child in their education setting. This will only occur if health and safety guidelines permit during this time.

Other ways to help are:

- Taking home some washing (all families will be on a roster system for this)
- Assisting on any external programs such as excursions
- Coming in during the holidays to look after the chickens and garden
- Helping maintain a clean environment at the end of the year
- Bringing along materials such as soft wood, coloured paper and small boxes for craft. If you have any other material that you think may be of use, please speak to the teacher.
- Sending along items of relevance to current interests at kindergarten
- Sharing any special talent or interests that you may have (reading a story in a language other than English, playing a musical instrument, sharing your job skills with the class, gardening....)
- Offering to help with sewing and/or mending
- Covering new library books
- Interpreting for non-English speaking families

16. Food for Kindergarten

All kindergarten children must bring **morning tea, lunch and a bottle of water**. Ladybugs Group also need to bring enough food for afternoon tea.

Your child will need:

- ***Food in a container, including ice pack and/or in an insulated bag with the child's name clearly marked.***
- ***A water bottle with your child's name clearly labelled.***
- Some suggestions for lunch: wholemeal bread, fruit, yoghurt and salads. **Please do not include such things as chips, chocolates and sweets.** This is an opportunity to start children into good food habits for the rest of their school lunches. The children will use a water bottle brought from home.
- We encourage parents and guardians to provide lunch containers that are rubbish free (nude food) as the children will be learning about sustainability and the environment.

Extra needs for Ladybugs:

- ***As this group attend for a 7.5 hour day, they require an extra food container they can eat in the afternoon.***

Quiet Time in the 4 year old Ladybugs group:

Following lunch is a quiet time for the children to rest, not necessarily sleep, after a busy and creative morning. This will be arranged according to the needs of the group and individual children and adapted to suit the children's needs during the year.

Each child will be provided with their own blanket. They may wish to bring a cuddle toy in their bag to use during this time.

17. Arrivals & Departures

Please observe commencement and departure times each day. Each child must be signed in by an adult in the Attendance Book with the *exact time of arrival and departure* **EVERY DAY**. This procedure is required by the Department of Education.

Also, the parent/guardian is to let the staff know if their child is to be collected by someone else as well as writing it in the attendance book. Please telephone/email if there is a last minute arrangement.

PLEASE REMEMBER to close the gate each time you enter or leave the kindergarten. Also, be aware of other children slipping outside with you. This is particularly important at the beginning of the year before the children have learnt the rules and routines of the kindergarten daily program.

The road can be a busy area, so make sure you **hold your child's hand when departing**.

18. Settling Your Child into Kindergarten

Children can react to kindergarten in many different ways. It can be an overwhelming experience and it is not surprising that they find it difficult to leave their parents and guardians and stay in a relatively strange environment with many new and unfamiliar faces. Some cope more easily than others and will settle in without any problems, others have a reaction later in the term, or even later in the year.

Please be on time, particularly when collecting your child, as the children who are left waiting often become upset, thinking they have been forgotten.

The children are at a stage where periods of independence and attachment come and go. It also helps for you to remain calm and assume a "matter of fact" attitude in front of your child. Calm but firm handling mixed with lots of understanding and acceptance of their feelings works best. The first day you are more than welcome to stay if your child needs you. When it is considered appropriate to leave always say "goodbye", give an assurance of your return, and promptly depart. If you are aware that your child may be hesitant about staying or even coming to kindergarten, do let the educators know as the child may not always convey this to them.

However, if you feel your child is not coping or you notice your child is tired, please discuss this with the teacher. Children can be brought in a bit later or picked up earlier if the full session is too much at the start of the year.

19. Clothing

Kindergarten is a place for ACTION and DOING THINGS. Children learn best by experimenting themselves and this occasionally involves mess. Protective clothing is provided but do send children in easily laundered clothes. Some suggestions:

- Clothes should be clearly labelled if they are removable
- Spare clothes should be kept in their bag incase they need to change during the session
- They should be easily managed by your child for toileting
- Shoes and sandals need a good grip for climbing and to be secure on children's feet

- **Hats are worn in accordance with the Cancer Council Australia requirements. Children must wear either a broad brimmed or legionnaire style hat from August to the end of April according to the UV reading on the Sunsmart App. Caps are unacceptable. Every child will receive an appropriate hat at the beginning of the year that they will leave at the kindergarten.**
- The Kindergarten SunSmart Policy states **children are required to wear loose fitting clothes that covers as much skin as possible... (Singlet tops and dresses with not sleeves do not offer enough protection and are therefore not recommended. Children wearing these items may be asked to play in shaded areas.)**
- Parents and guardians are to apply sunscreen prior to the children attending each day. Staff will reapply sunscreen as required according to our Sunsmart Policy.

20. Toileting

As each child's development is individual, staff treat each child as such and work out toileting plans on a needs basis. It is required that parents communicate their child's needs to staff prior to commencing kindergarten. Parents are expected to have started toilet training their child and that children will be wearing underwear before they commence the kindergarten year unless there are exceptional circumstances. Staff will change children's clothing if we observe they are wet or soiled or they communicate a need to be changed. Due to supervision and safety, staff may not change a child in the last few minutes of session. It will then be up to the parent/guardian to change the child. Children will be reminded to go to the toilet throughout the session. If a child requires a complete clean after soiling, the parent will be called to assist so supervision is not compromised.

21. Birthdays

We like to celebrate the children's birthdays at kindergarten by lighting candles on a cake and singing Happy Birthday.

22. Possessions

Please discourage the bringing of possessions (toys) to kindergarten as loss or damage is very disappointing. We are, however, delighted to see nature specimens and books and records related to our discussion topics. "Creepy crawlies" found in the park or garden, bits and pieces collected on holidays, etc., can be useful for extending the children's interests knowledge and language. Children see that they can influence their own learning as well as contributing to the group in this way. As mentioned earlier, a cuddle toy can be brought for comfort during rest times.

23. Parent Resources

Staff have resources to share with families who might be interested in further reading and information on particular topics. Some of these include: kindergarten readiness, school readiness, health and nutrition, safety, resilience and child development. Please ask your child's teacher if you would like to access anything.

24. Communication

Email is our main form of communication at Rowen Street Kindergarten. You will receive information from your child's teacher, the committee of management and the Rowen Street Kindergarten email address.

The teaching program is available by your teacher to view and you will receive regular email updates about what the children have been learning.

Newsletters and notices will be sent via email.

We value an open communication system with families and staff are happy to chat out of session times. Please do not hesitate to make a time to share information with your child's teacher, discuss any problems you may have or simply to discuss the progress of your child.

The kindergarten telephone will not be answered during the times the teachers are working with the children. This is to ensure your children are being adequately supervised and safe and maximum learning time is used. There is a message service where you can leave a message for the staff and they will check this at the end of the session or as required and get back to you regarding any queries as soon as possible. Most times, staff will be able to answer the phone between 8.15am and 9.00am and after 3.15pm. You can send emails to your child's teacher anytime and they will be addressed in their scheduled non-contact time.

25. Fundraising and social events

The kindergarten runs social events throughout the year which provide an opportunity for kindergarten families to get together and socialise along with raising additional funds for the kindergarten. Fundraising is an important part of the kindergarten to purchase resources and enhance our programs.

The main social and fundraising events are our annual Fun Day and Trivia night.

26. Dogs in Kindergarten Grounds

Dogs are not permitted inside the kindergarten grounds at any time. If you walk your dog to kindergarten, please maintain a safe distance from the entrances.

Appendix 1. Fees Policy Summary

1. General information

The Department of Education and Training (DET) has given services the option to opt into the Free Kindergarten Initiative for 2023. Rowen Street Kindergarten Inc. has decided to opt into this program for 2023.

Under this initiative, Rowen Street Kindergarten Inc. will charge no fees for all programs up to 15 hours per week. A gap fee will be charged for the extra hours in the Dragonflies group.

2. Fee Structure for 2023

3-year-old Beetles (10 hours per week), 3-year-old Butterflies (15 hours per week) and 4-year-old Ladybugs (15 hours per week) will be charged no fees for 2023

Under the Free Kinder scheme, services are permitted to charge for hours over and above 15 hours per week, provided that attendance for these hours is optional.

4-year-old Dragonflies 18 hours per week (fees for the 3 hours above 15 hours per week)	Term Fees	Kindergarten Fee Subsidy (KFS)
Term 1	\$200	\$200
Term 2	\$200	\$200
Term 3	\$200	\$200
Term 4	\$200	\$200
Total	\$800	\$800

3. Voluntary donations requested

In order to cover the gap between Free Kinder funding and kindergarten expenses, Rowen Street Kindergarten Inc. will request donations from families for the following amounts in order to ensure the ongoing financial viability of the service. These amounts are a voluntary contribution and are not required to be paid in order for an enrolled child to attend the service.

Note that Rowen Street Kindergarten Inc. is not authorised to receive tax deductible donations

3-year-old Beetles 10 hours per week	Donation
Annual total	\$720

3-year-old Butterflies 15 hours per week	Donation
Annual total	\$1,100

4-year-old Ladybugs 15 hours per week	Donation
Annual total	\$1,100

4-year-old Dragonflies 18 hours per week	Donation
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Annual total	\$1,100
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4. How fees are set

As part of the budget development process, the Committee of Management sets fees each year for the programs of the service to ensure the balance is achieved between the financial viability of the service and the affordability to parents/guardians, taking into consideration:

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

5. Fundraising

Not all operating costs are covered by DET funding and fees. Fundraising may be undertaken to pay for additional items for the service. While participation in fundraising is voluntary, the support of every family is encouraged. Fundraising activities are also an opportunity for families and the Rowen Street Kindergarten Inc. communities to come together.

6. Excursions and Special Events

One off Excursions and Special Events may be charged separately under the Free Kindergarten Initiative. These will be communicated to families well in advance and be charged separately.

7. Payment of fees (only applies to Dragonflies for 2023)

Fees are payable for all enrolled days, including any absences due to illness, holidays or public holidays. The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

7.1 Procedures for fees collection.

Fees will be invoiced to parents/guardians directly and must be paid in full by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full prior to the child commencing at the service.

For children enrolled after the commencement of a term, a full-term invoice for the following term will be issued and must be paid in full prior to the child commencing at the service to secure the spot. A pro rata catch-up invoice will be issued after commencement and must be paid in full by the date indicated on the invoice. Fees for the remaining year will be invoiced as set out below.

Fees will be invoiced to parents / guardians directly as follows:

- On acceptance of a place, the Kindergarten Security Deposit (full payment of Term 1 fees) is payable. A receipt will be issued prior to commencement.
- The Kindergarten Security Deposit will be deducted from the first term (Term 1) fees of the year.
- Term 2, 3 and 4 will be invoiced four weeks prior to the end of the previous term. Invoices must be paid by the due date, prior to the start of the term.
- All families, including those eligible for the Kindergarten Fee Subsidy, will receive an invoice detailing the charges for the period invoiced and the amount owing (if any).

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

7.2 Method of payment

Payments can be made by Electronic Direct Debit Request (EDDR) and debit card payment through the Payrix service. Alternatively, Rowen Street Kindergarten Inc. also offers bank transfer as a payment method.

8. Unpaid fees

If fees are not paid by the due date, the following steps will be taken.

- An initial reminder will be issued stating fees are overdue, giving 10 working days for payment. A copy of this will be kept on file. It will include information on a range of support options available for the family.
- If payment has not been received by the specified date, the parents/guardians will be invited to attend a meeting to discuss alternative payment options and to develop an agreed payment plan. Minutes of this meeting will be kept on file. If a payment plan is agreed upon both parties will sign the agreed plan and a copy will be kept on file.
- If the parents/guardians fail to attend the meeting and/or if payment is still not received, the Committee of Management will issue a final written request for full payment within 10 working days. The letter will notify the family that, if payment is not received, the child's place at the service may be cancelled.
- The Committee of Management will continue to offer support to families experiencing difficulties in meeting fee invoices.
- If a decision is made to cancel the child's place at the service, the parents/guardians will be provided with 14 days' notice in writing.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.
- Rowen Street Kindergarten Inc. may engage the services of debt collection agencies if outstanding balances are not paid following the cancellation of the child's place at the service.

The Treasurer, Committee of Management members and staff involved in fee discussions will comply with the Privacy and Confidentiality Policy of Rowen Street Kindergarten Inc. Staff may be consulted on a child's attendance rates and any other information required for the Treasurer to fulfill their role

9. Refund of fees

1. If a child leaves before the end of the term, no pro-rata refund will be available for that term. 4 weeks written notice of departure / withdrawal is required prior to the commencement of the following term.
2. The Committee may consider a partial refund in exceptional circumstances. Applications for a refund must be in writing and must clearly outline the reasons why the child ceased to attend the kindergarten. Any refund will be at the discretion of the Committee and will be assessed on a case-by-case basis. An administration fee may be applied.
3. Refunds may be provided when the child's place is filled within two weeks of the child leaving the kindergarten. This is at the discretion of the Committee of Management.

Once a place has been accepted, there will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled (i.e. no pro rata fees).

10. Support services

Families experiencing financial hardship often require access to family support services. Rowen Street Kindergarten Inc. can provide information on these services or alternatively families may contact the local council.

Free Kinder – Guidelines for Services

<https://www.education.vic.gov.au/childhood/providers/funding/Pages/Free-kinder-guidelines-for-services-2023.aspx>

Appendix 2. Communicable Diseases

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:

- as specified in column 3 ('Exclusion of cases') of the table in Schedule 7 if you have been informed that the child is infected with an infectious disease listed in column 2 ('Condition') of the table, or
- as specified in column 4 ('Exclusion of contacts') of the table in Schedule 7 if you have been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 ('Condition') of the table.

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

Minimum period of exclusion from primary schools and children's services for infectious diseases cases and contacts (Public Health and Wellbeing Regulations 2010, Schedule 7) In this Schedule, medical certificate means a certificate of a registered medical practitioner.

<https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

Appendix 3. Photograph and Video Privacy Policy

Photographs/videos taken by staff

Staff at the service may take photographs/videos of children as part of the program. These may be displayed at the service, on the Rowen Street Kindergarten Inc website or placed in the service's publications or promotional material to promote the service, or for any other purpose aligned to the service's business operations. The permission of parents/guardians of children will, on every occasion, be obtained prior to a child's photograph or record on video being taken to appear in any newspaper/media or external publication, including advertising, publications and website. The only exception to this is the Kindergarten newsletter.

- displaying images at the Kindergarten or placing them in a book that may be borrowed from the Kindergarten by the children attending.
- displaying images in a "memory book" (if one is created) that are given to the family at the end of the year of their child's year at the kindergarten. This will also contain images of their peers.
- providing images to the appropriate member of the Committee for inclusion in the Kindergarten's internal publications, i.e. Newsletter (with prior consent; confidential information sheet provided to parents at the beginning of the year).

All images must only be taken on devices provided by Rowen street kindergarten. Personal devices are NOT to be used. No images or videos are to be stored on personal devices either inside the kindergarten or outside of the kindergarten When the photographs/videos are no longer being used, the service will destroy them if they are no longer required, or otherwise store them securely at the service.

Use, storage and disposal of images used by the Committee

- Images will only be used for the specific publication intended.

- Images will be stored on RSK devices, Dropbox or USB until the internal publication is finalized, with such images/ video to be permanently destroyed/deleted at the end of each kindergarten year or stored securely at the service.

Images taken by parents/guardians or staff

Parents/guardians, as well as staff, may take group photographs at special events. It is important to note that while the service can nominate the use and disposal of photographs they organise, the service has no control over those photographs/videos taken by parents/guardians of children attending the service program or activity.

Group photographs/videos taken by parents/guardians

Parents/guardians may take group photographs/videos of their own child/children at special service events such as birthdays, excursions and other activities. Parents must ensure that where the photographs/videos include other children at the service they are sensitive to and respectful of the privacy of those children and families in using and disposing of the photographs/videos. For example, not using the photos of other children on social media. It is important to note that the service has no control over those photographs/video taken by parents/guardians of children attending the service program or activity.

Photographs taken by a photographer engaged by the service

A photographer may be engaged by the service to take individual and/or group photographs of children. Information will be provided in written form to parents/guardians prior to the event, and will include the date and the photographer's details. Any concerns should be addressed with your child's teacher prior to the photographer attending.

Photographs/videos for use in newspapers, Rowen Street Kindergarten Inc website and other external publications

The permission of parents/guardians of children will, on every occasion, be obtained prior to a child's photograph or record on video being taken to appear in any newspaper/media or external publication, including advertising, publications and website. The only exception to this is the Kindergarten newsletter.

Photographs/videos taken by students on placement

Students at the service may take photographs/videos of children for the purposes of meeting the requirements of the placement, certificate or degree, however permission must be sought from the parents of the children. Children must be deidentified in any image used in any external communication.