



Information Booklet

Welcome to Greenbrook Kindergarten

We hope your child and family will enjoy your time at Greenbrook Kindergarten. For some children the introduction to kindergarten is the beginning of learning to live as a member of the wider community. From the secure world of home they now become members of a group, learning fundamental rules of group living, thus preparing themselves for the even larger world to come. It is our aim to make this experience as happy and relaxed as possible. Families and staff, working together, can make this transition as smooth as possible.

4YO Teaching Staff:

Lead Early Childhood Teacher – Kirsten Lang

Early Childhood Teacher - Vivian Pizzo

Early Childhood Educators – Gail Guy & Salina Urlichs

Relief Teacher – Stacey Maxwell

3YO Teaching Staff:

Lead Early Childhood Teacher – Vivian Pizzo

Early Childhood Teacher – Kirsten Lang

Early Childhood Educators– Gail Guy & Ying Chen

Relief Teacher – Stacey Maxwell

Administration – Stacey Maxwell

Administration and Bookkeeping including financial management – A.S.K Bookkeeping Services (Administration Support for Kindergartens)

Communication / How to contact us

If you wish to make a time to see any of our educators or administration staff please speak to us in person, or contact us via email or private message on StoryPark. Please note that staff will not be available to reply to messages after operational hours, on weekends, during school holidays or while on sick / other leave.

Kirsten Lang – 4yo teacher:

kirsten.greenbrook.kin@kindergarten.vic.gov.au

Vivian Pizzo – 3yo Teacher:

vivianpizzo.greenbrook@kindergarten.vic.gov.au

Stacey Maxwell – Greenbrook Kindergarten Administrator:

greenbrook.kin.admin@kindergarten.vic.gov.au

A.S.K. Bookkeeping Services (Fee / direct debit enquiry):

kelly@askbooks.com.au

R E S P E C T

Our philosophy



Relationships

We respect your family and your child.
We respect your knowledge and your input.
We believe learning is a partnership between us all based on mutual, respectful relationships.



Everybody belongs

We respect you for you, no matter where you come from, your abilities or who you identify as. You belong at Greenbrook Kindergarten.



Safe environments

We respect that families want a safe, clean and developmentally appropriate place for their children. We believe all children should be safe from harm, no matter their culture, ability or situation in life.



Play based Learning

We respect play as the way young children learn. We respect children's interests, ideas and learning needs. We respect our own ideas as educators and see them as important too. We believe families and communities can have a valuable input into our curriculums.



Environment & sustainability

We respect the natural world and we believe educators, children and families can have positive impacts on our world in both small and big ways through learning about sustainable living practices.



Community

We respect our responsibility to support children and families to connect with and learn about their kindergarten and wider community. We respect our responsibility to learn about Aboriginal and Torres Strait Islander communities. In particular, the Wurundjeri people.

Teamwork

We respect our Committee of Management for their commitment to providing a community led organisation. We respect that it's our responsibility to work professionally with each other, our management, regulatory bodies, other professionals and community organisations and to mentor the next generation of early years educators.



Greenbrook
Kindergarten



2025

TIMETABLE AND FEE INFORMATION

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
3YO RIVER RED GUMS 8.30-4.00	4YO GROWLING GRASS FROGS GROUPS 8.30 – 4.00	4YO GROWLING GRASS FROGS GROUPS 8.30 – 4.00	3YO RIVER RED GUMS 8.30-4.00

FEE STRUCTURE

15 hours for 3yo & 15 hours for 4yo	No Annual Fees Free kindergarten funding applies <u>Funding can only be claimed from one service</u>
--	--

Families are still required to provide evidence to the kindergarten if they are holders of a Pension Care card, a Health Care Card or hold another eligible concession card or refugee, humanitarian or asylum seeker visa.

Term Dates 2025

Official Victorian Statewide Term dates 2025:

Term 1: Tuesday 28th (Teacher's only) January to Friday 4th April (Pls refer to the letter in your enrolment pack regarding your child's starting time)

Term 2: Tuesday 22nd April to Friday 4th July

Term 3: Monday 21st July to Friday 19th September

Term 4: Monday 6th October to Friday 19th December

3YO RRG finish Monday 15th December

4YO GGF finish Tuesday 16th December

- Please Note – 28th January and 17th / 18th December are child free days allocated by the Department of Education for set up / clean up. Children do not attend on these days.

Public holidays are observed. The Kindergarten will be closed on:

Labour Day	Monday 10 th March
Kings's Birthday	Monday 9 th June
Melbourne Cup Day	Tuesday 4 th November

Commitment to Child Safety, Cultural Safety of Aboriginal Children, Equity & Diversity

Greenbrook Kindergarten is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision making. We have a zero tolerance for child abuse, racism, and discrimination.

Greenbrook Kindergarten is committed to providing a child safe environment where children and young people are safe and feel safe and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children, children from culturally or linguistically diverse backgrounds, children in out of home care, children with a disability and gender diverse children.

Every person involved in Greenbrook Kindergarten has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In our planning, decision making, and operations Greenbrook Kindergarten will:

- Take a preventative, proactive and participatory approach to child safety, equity, and diversity
- Value and empower children to participate in decisions which affect their lives
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children
- Respects diversity in cultures and child rearing practices while keeping child safety paramount
- Provide guidance on appropriate conduct and behaviours towards children
- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development

- Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
- Report suspected abuse, neglect, or mistreatment promptly to the appropriate authorities
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- Value the input and communicate regularly with families and carers

Regarding the cultural safety of Aboriginal children, we are committed to:

- Actively supporting and facilitating participation and inclusion of Aboriginal children, young people and their families within our service
- The safety, participation and empowerment of Aboriginal children
- Providing an educational program that strengthens Aboriginal children's culture and identity
- Actively supporting and encouraging Aboriginal children to express their culture and enjoy their cultural rights
- Supporting Aboriginal children and their families to identify as Aboriginal without fear of retribution or questioning
- Supporting Aboriginal children to maintain connection to their kinship ties, land and country
- Supporting Aboriginal children to be taught their cultural heritage by Elders
- Facilitating regular training and education on Aboriginal cultural and cultural safety
- Establishing policies, procedures, systems and processes to create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.

The National Model Code

What is a "Model Code?"

A Model Code is recommended practices that organisations can choose to follow or adopt, in the interest of promoting or achieving a positive outcome in a particular area. They can also be used when regulatory changes are being planned for, or are in the process of occurring, and may be voluntarily adopted by organisations ahead of such changes being implemented.

In 2023 there was a **"Review of Child Safety Arrangements under the National Quality Framework"** conducted by the Australian Children's Education and Care Quality Authority (ACECQA) The review's findings, which were handed down in December 2023 identified new or refined systemic safeguards needed to support Approved Providers of Education and Care services (Our Committee) to protect children, with a focus on reducing harm, abuse, and neglect.

You can access the Report here:

[Review of Child Safety Arrangements under the National Quality Framework Final Report \(acecqa.gov.au\)](https://www.cecq.gov.au/reports-and-publications/review-of-child-safety-arrangements-under-the-national-quality-framework-final-report)

As a result of the review, the National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care was introduced while regulatory changes are being considered. The Model Code addresses child safe practices for the use of all electronic devices including taking, sharing and storing images or videos of children while providing early childhood education and care.

Greenbrook Kindergarten supports the National Model Code

In September 2024 Greenbrook Kindergarten officially adopted the "National Model Code." In doing so, we are taking the first steps towards enhancing a child safe environment around the use of personal devices.

This will help manage risks to child safety that continue to evolve alongside technology advancements. It also supports educators to adopt child safe practices when taking, sharing and storing images of children.

Images & videos used for children's documentation

At times our educators and teachers may intentionally take or record images or videos of children within the program and place them on your child's individual Story Park profile. This can be an effective way to document and communicate with families and carers about their child's learning, and their participation in experiences.

Without a clear purpose, recording and sharing images and videos through overly frequent updates can take the place of providing more meaningful information to families and carers. This can also impact educators' and teacher's abilities to effectively supervise, interact and engage with children in their learning. Each term you will be provided with some photograph or video content relating to your child's learning, but please note this will not be a daily occurrence.

Request from the Greenbrook Committee of Management

In support of the National Model Code, and child safe practices in general, our committee of management asks that all families and visitors

- Refrain from using their mobile phones or tablet devices in the bathroom area of Greenbrook Kindergarten
- be mindful of the use of phones whilst on the kindergarten grounds. If you are taking a personal or work call, please wait outside the gate until your call has finished.
- Do not take photos or videos of children other than your own child, unless permission from the child/ren's parents is given
- Refrain from entering the bathroom area if you can see that a child is being changed / having their nappy changed. In this instance pls speak with a staff member to assist your child if they need to enter the bathroom / bag area.

Interview & orientation Sessions

The interview and orientation schedule is enclosed in your enrolment information pack that was distributed at the AGM or after enrolment. The first orientation / interview session is shorter and for our 3's will be in two smaller groups. This helps staff, children and families to connect and form relationships better.

Settling your child into kindergarten

Children react to kindergarten in many different ways. It is natural for your child to feel uneasy about family leaving and being in such a large group of children.

Families are welcome to stay and be with their child until you all feel ready to say goodbye. When you're ready to say goodbye, it's important to tell your child that you're going and that you will be back.

Be prepared for after kinder tiredness. Children will often present as unsettled or non communicative. Give them time to unwind. Allow for your child to adjust to their new routine. Through good planning and communication settling in will happen and kindergarten will become an engaging and interesting part of your child's week!

Kindergarten program

The kindergarten program has been developed by our qualified and experienced staff to support your child's learning across the 5 outcome areas as stipulated by our guiding curriculum documents, the Early Years Learning Framework and the Victorian Early Years Learning and Development Framework. These areas include Identity, Community, Wellbeing, Learning and Communication. You can read more about the learning outcome areas and the Frameworks by following these links:

https://www.acecqa.gov.au/sites/default/files/2018-02/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf

<https://www.education.vic.gov.au/Documents/childhood/providers/edcare/veylframework.pdf>

The aim of our play based curriculum is to provide an enriching environment where children feel safe, secure and supported in their learning. Children are viewed as competent and capable, and curriculums are co – constructed between children and the education team in order to meet the needs and interests of each child. Educational curriculums can be found on Story Park.

“All Weather Play”

GREENBROOK Kindergarten implements outdoor and all-weather play as a core component of curriculum delivery. The United Nation's Rights of the Child tells us PLAY and access to play is a fundamental right for all children. The EYLF/VEYLDF (curriculum and practice guiding documents) and the National Quality Frameworks (NQF) provide evidenced based guidance to support high quality curriculum decision making in ECEC.

At our service we do this best through our Indoor/Outdoor delivery model, incorporating all weather play and, at times, a fully outdoor curriculum.

Our all-weather play environments will always reflect the needs, interests and ideas of the children present and can include, but are not limited to, all year round:

- Sensory play involving mud, dirt, sand, and water play. We will also include dough and clay play.
- Natural loose parts such as sticks, leaves, gumnuts, bark, seed pods etc
- Opportunities for large muscle physical play such as running, climbing, swinging, and jumping etc
- Quieter spaces for relaxing and resting with seating, cushions etc
- Traditional 'indoor' experiences like books, puzzles, musical instruments and arts and crafts
- Embedded literacy and numeracy learning
- Opportunities to explore STEAM (science, technology, engineering, arts, mathematics)
- Organised games with rules
- Socio-dramatic and imaginative play
- Free, child led and directed play.
- Teacher guided experiences.
- Supporting independence, self-help and self-care skills as we guide children through learning how to navigate dressing and undressing themselves and organising their own belongings.

To read our full “Position Statement “ on All Weather Play at Greenbrook Kindergarten, please refer to our Curriculum Policy under the policy section on our website.

www.greenbrookkindergarten.vic.edu.au

Progressive Mealtimes

At Greenbrook Kindergarten we engage in progressive mealtimes daily. This is an unstructured approach to eating that gives children a longer window of time to eat. Instead of being told when to eat, the children are free to make the decision based on their own needs, i.e., their hunger levels or immersion in a play activity, and are recognised as “active participants” in their own education and care.

Our philosophy of “Respect” underpins all approaches to programming and practice at Greenbrook Kindergarten, while ensuring we are meeting all of our “Regulatory Requirements” Our approach to mealtimes promotes positive attitudes towards eating, as the pressure to eat in set time frames is removed and children can fully immerse themselves in the process of eating. Coupled with our no food restrictions approach, family's choices around food are respected. Respectful environments create positive eating attitudes. Progressive mealtimes also promote equitable access to food across the child's day. Traditional set eating practices see children's access to food restricted during non-eating times. Our regulations state children must have regular access to food throughout their day. (Reg 78)

Progressive eating also allows for small groups of willing participants to eat. It caters for individual children's body rhythms and needs. They learn to eat when they're hungry and stop when they're full. Some children like to eat a substantial amount of food in a sitting and some children prefer to graze throughout the day. When we allow children choice as to when and how much they would like to eat, we are helping them tune in to what their body needs.

Progressive mealtimes are supported by The Australian Children's Education & Care Quality Authority (ACECQA) who state “Mealtimes at education and care services offer many rich opportunities to promote positive outcomes for children, and when we think about a child-led approach to eating, progressive mealtimes:

- Promote children's agency and self-help skills.eg., when they choose when to eat,
- Ensure calm transitions to and from mealtime environments
- Nurture relationships
- Nourish children's physical, social and emotional health, e.g., when children eat nutritious food and practice sharing, patience and turn-taking,
- Support children's learning and development, e.g., when children learn about their identity, relationships, community, literacy, numeracy and world.”

If you would like clarification or further explanation as to why we practice progressive eating / mealtimes at Greenbrook Kindergarten, please make a time to speak with your child's teacher.

Arrival and departure procedures

Greenbrook Kindergarten is bound by a number of legalities covering the arrival and departure of children. You **must** familiarise yourself with the following:

- Arrival and dismissal times are flexible, however we are not licensed to have children on the premises before or after your child's designated session start or finish time. Hence, we ask all families to wait at the gate until 8.30am before entering.
- Children are not to arrive or leave on their own.
- When leaving your child please ensure a member of the staff is aware of their presence.
- As stated in our fees policy, if children are continually picked up late (after 4pm), a late collection fee will be imposed after one formal warning. This fee is \$50 up to 30 minutes late, \$100 from 31 – 60 minutes late and so on.
- The attendance register will be located outside under the verandah. Please sign in the appropriate space and record arrival and departure times accurately. This is a legal document for all kindergartens. Please do not allow children to draw on it.
- Children are not permitted to use the outside play equipment before or after the session. This includes siblings / other children entering the kindergarten.
- Visitors should sign in to the Visitors' book provided and take a visitor's badge for easy identification. This includes siblings.
- When families are exiting the gate they have particular responsibility to ensure:
 - Only their child exits the gate
 - That the exit gate is securely closed behind them once they have left the kindergarten.
 - That they hold their child's hand when walking through the car park.

If we as a kindergarten community observe these simple steps we can anticipate the safe and successful dismissal/collection of all our children

Late collection of children

Scenario 1: The service **has been notified** of the late collection.

Where a parent/guardian or authorised nominee has notified the service that they will be late collecting their child, the nominated supervisor is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service.
- contacting parents/guardians or the authorised nominee if the child has not been collected by the agreed time and informing the approved provider of the situation.
- following the steps listed in **scenario 3 (below)** if parents/guardians or the authorised nominee do not arrive to collect the child and cannot be contacted.

Scenario 2: The service has not been notified of the late collection

Where a parent/guardian or authorised nominee is late collecting their child and has not notified the service that they will be late, the nominated supervisor is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service.
- contacting parents/guardians or the authorised nominee to request collection
- informing the approved provider of the situation.
- following the steps listed in **scenario 3 (below)** if the parents/guardians or authorised nominee cannot be contacted.

Scenario 3: The child has not been collected and a parent/guardian/authorised nominee is unable to be contacted

Where the parent/guardian or authorised nominee is late collecting their child and is unable to be contacted, the nominated supervisor is responsible for:

- ensuring that the educator-to-child ratios are maintained at all times children are in attendance at the service.
- contacting Child FIRST or the local police if a child has not been collected within a 1Hour time period.
- notifying DE as soon as is practicable.
- informing the approved provider of the situation.

- **Fines:** If the family is continually late and have no reasonable excuse for the late collection of the child, a warning will be given. As stated in our fees policy, if children are picked up late (after 4pm), a late collection fee will be imposed after one formal warning. This fee is \$50 up to 30 minutes late, \$100 from 31 – 60 minutes late and so on.

Belongings

All children are supported to be aware of / responsible for their belongings. As our curriculums are play based, the children will engage with a lot of different materials. Hence, we ask that you send them in suitable play clothing that is easy for them to remove at all times. Please note that footwear should enclose the whole foot and be safe for climbing and running.

We are also guided by our SunSmart policy, so please ensure:

- your child has a broad rimmed, bucket style or legionnaires hat in their bag at all times
- that clothing appropriately covers your child's shoulders
- that you provide staff with a roll on sunscreen labelled with your child's name. (This will remain at the kindergarten at all times)

Spare clothing / wet bag – We play with water, mud, sand every day! Your child will need spare underpants, socks, tops and pants. We also ask that every child keeps a "Wet Bag" inside their kinder bag for wet / soiled clothing to be sent home.

Uniform



Kindergarten uniform items are available to purchase online through Eduthreads.

There are short and long sleeve t-shirts, sun hats, windcheaters and wet bags. Sun hats are only available in green. The wet bags do not have the kindergarten logo, so that you can use these for primary school.

The ordering process is quick and easy to do online at:

<https://eduthreads.com.au/collections/greenbrook-kindergarten>



T-shirt
Short sleeve



T-Shirt
Long Sleeve



Sun Hat



Windcheater



Wet Bag

Toileting/Nappy Change Information

**Victorian Early Years Learning and Development Frameworks:
Practice Principle - Partnerships with Families**

Children will begin kindergarten at different stages in their journey towards independent toileting. We aim to work individually with families to support their child in this journey.

Unlike Long Day childcare/Early learning services, we do not have a dedicated change room and we do not have staff specifically available for nappy changes and toileting at any given time. We do a great job supporting children, but don't have those extra services you might find in childcare settings for nappy changing/toileting. We are also working toward full independence with toileting as part of supporting children's development.

We aim to work with your family in partnership to support your child with nappy changes and toileting in ways that balance your child and family needs as well as our staffing levels and supervision requirements.

CHILDREN IN NAPPIES/PULL UPS:

- Children should arrive at kindergarten in a fresh nappy/pull up.
- We will ask you to stay and change your child if they require a change upon arrival.
- Families will need to provide all nappies, pull ups, wipes and a "Wet Bag" for wet / soiled items. We do not have our own supply. We can provide a cloth bag to store your child's supplies in to be left at kindergarten and you can top these up weekly/as needed.

- You know your child's change needs best so will know how many nappies you would use per day. You need to provide 2 days' worth per week. Please provide a few more nappies/pull ups than you might normally use at home to cover any extra change requirements.

TOILETING:

- If your child is at the stage of learning to use the toilet, we ask families to take their child to the toilet, work through their toileting routine and wash hands upon arrival.
- If you have a toileting plan you are working on with your child, please share this with kindergarten staff.
- We will remind children approximately every hour to use the toilet.
- Families will need to send multiple changes of clothing, including socks and possibly spare shoes. A "Wet Bag" must be in your child's kinder bag at all times.
- Staff will work with children to promote full independence when toileting. This includes children wiping themselves after both urinating and using their bowels.
- Families can support children at home by promoting as much independence as possible when toileting, including wiping themselves after both urinating and using their bowels.
- Mess is inevitable when learning about the toilet. Supporting children to understand this is okay and to have good hand hygiene helps take away some of the pressure when learning to wipe themselves.
- Families can provide wipes for children to clean themselves. Please make time to talk to your child's teacher to create a shared plan if this is needed. The kindergarten does not provide wipes. Families will need to supply these themselves.
- We are supporting your child's toileting journey, but ultimately, the responsibility for training is with families.

As mentioned, we do not have a private change space. We work hard to maintain the dignity and right to privacy of every child during toileting and changing but this is not always possible during the morning arrival or afternoon dismissal periods. By working together, we can aim to provide a same and respectful toileting and change experience for every child.

We thank you in advance for your co-operation and we look forward to working in partnership with you this year at Greenbrook Kindergarten.

Celebrations

We acknowledge all family celebrations including birthdays. We have a wonderful birthday routine where we view the importance of the celebration with your child. They will wear a special birthday hat and we will sing and celebrate together.

We respectfully acknowledge that families may want to bring in sweets or gifts on these occasions, however they are not necessary in order to celebrate with your child. Thank you.

SMS broadcast

At times throughout the year, Greenbrook Kindergarten uses an SMS broadcast service for communication with families. For example working bee or emergency management notifications. Please provide an appropriate mobile number for this service on your enrolment form. This is an automated message service and cannot accept reply messages.

Excursions & incursions

During the year in/excursions may be arranged as a further extension of the existing kindergarten curriculum. You will be informed when your child's group is going to participate in an in/excursion. Permission slips and risk minimisation plans will be sent home when required.

Storypark

We use a closed, online information sharing platform called Storypark.

Storypark is our main shared communication platform that enables all families to have real time access to their child's documentation, progress notes and photos as well as access to information about what is happening at kinder and in our community.

Storypark helps us to stop producing paper-based information to better meet our commitment to being environmentally friendly. Further information and permission forms are contained in your child's individual enrolment pack.

Health & hygiene

- Hand hygiene – The children will all be required to wash / sanitise their hands upon arrival at kindergarten, before and after eating, regularly throughout the session and after going to the toilet or using tissues to blow their nose.
- Please provide your own clearly labelled hand towel for your child to dry their hands after washing them. This towel must be taken home at the end of each session.
- To safeguard all children and to keep infections at a minimum, all children who are unwell **must** remain at home. This includes anyone with a temperature from 37.5c upwards, coughing, discoloured mucus discharge, sore throat or shortness of breath We are required to follow guidelines from the DE handbook "Staying Healthy".
- Please refer to the suggested healthy food lists for snacks and lunch given out in the enrolment pack.

Policies

As part of our funding and service agreement, the kindergarten is required to create and maintain relevant policies. The purpose of policies is to formalise behaviours and processes, appropriate to given circumstances. Policies provide a uniform approach to problem resolution, which can be carried over from one year to the next.

Greenbrook Kindergarten has adopted a number of policies which are available for you to read and may be found in the 'POLICY FOLDER' in the kindergarten foyer and on our website.

The kinder has specific policies regarding Asthma, Epilepsy, Diabetes and Anaphylaxis. If your child suffers from either we require a current Management Plan / Anaphylaxis action plan which must be signed by your doctor (blank plans are available from staff). We will also provide you with a copy of the Asthma and Anaphylaxis policies as well as any other policies that may be relevant.

Photographs / Videos / Online Privacy

Background information

Photographs and videos are classified as 'personal information' under the [Privacy and Data Protection Act 2014](#). On the kindergarten enrolment form parents / guardians will be asked to consent to photos / videos being used.

Photographs/videos taken by staff

Staff at the service may take photographs/videos of children as part of our curriculum. These may be displayed at the service, on the Greenbrook Kindergarten website/social media / APP based platforms such as StoryPark 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.

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. 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 taken by parents/guardians of children attending the service.

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, where permission has been given by the parent / guardian of the other children in the group. 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.

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.

Photographs/videos for use in newspapers, Greenbrook Kindergarten website and other external publications

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

Photographs/videos taken by students on placement

Students at the service may take photographs/videos of children as part of their placement requirements.

Access to photographs/videos

Access to any photographs or videos, like other personal information, is set out in the service's *Privacy and Confidentiality Policy*, which is available on our website.

Reportable Conduct Scheme

The Victorian Reportable Conduct Scheme seeks to improve organisations' responses to allegations of child abuse and neglect by their workers and volunteers. The scheme was established by the *Child Wellbeing and Safety Act 2005* (the Act). All allegations relating to reportable conduct must be made known to the nominated supervisor or President.

Information sharing and Family Violence Reforms

These reforms build upon and complement existing child and family wellbeing and safety responsibilities and practices. The Reforms aim to improve the wellbeing and safety of Victorian children and reduce family violence. In 2021 Greenbrook Kindergarten became an Information Sharing Entity (ISE) which means we are authorised to request and share information under the Child Information Sharing Scheme and the Family Violence Information Sharing Scheme and are required to respond to requests from other Information Sharing Entities.

Head Lice / Head Lice Checks

Greenbrook Kindergarten is aware that head lice infestation can be a sensitive issue and is committed to maintaining children's confidentiality and avoiding stigmatisation at all times. However, management of head lice infestation is most effective when all children and their families actively support our policy and participate in our screening program.

All inspections will be conducted in a culturally-appropriate and sensitive manner, and information about why the inspections are conducted and the benefits of preventing infestations will be explained to children prior to conducting the inspections.

Only the Nominated Supervisor or an external person approved by the service, such as a nurse employed by the local council, will be permitted to carry out inspections on children at the service. Where there is concern about a potential infection, each child's hair will be inspected for the presence of head lice or lice eggs.

Where live head lice are found, Greenbrook Kindergarten will notify the parents/guardians and will provide them with relevant information about the treatment of head lice. Other families will be provided with a

notice to inform them that head lice have been detected in the group and to encourage them to be vigilant and carry out regular inspections of their own child.

Please note that while head lice do not spread disease, they are included in the *Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts* published by the Department of Health (DH) which defines the minimum period of exclusion from a children's service for children with infectious diseases. According to this table, where a child has head lice, that child must be excluded until the day after appropriate treatment has commenced.

Road safety & safe transport information

Walking to and from kindergarten is a great way to spend time with your children and encourage safe and healthy road safety behaviours.

When walking, practice how to cross the street safely, how to walk on the footpath safely and how to use the basic elements of Stop, Look, Listen & Think. Always hold your child's hand while walking.

When riding your bike to kindergarten make sure your child is wearing a correctly fitted helmet. Plan your route, so you can ride safely. Use pedestrian and school crossings and be aware of vehicles using the roads and exiting / entering driveways and carparks.

When driving to kindergarten always ensure that your child is seated in a correctly fitted, approved child restraint for their age. Staff are required to report unrestrained / not properly restrained children. If staff observe this, it will be reported to the police. A reminder that children should not be left unattended in a vehicle for any period of time.

40km Speed limit – when driving to kindergarten, please observe the 40km per hour speed limit in the surrounding streets.

The kindergarten carpark is often very busy, as it is shared with the primary school and council reserve. When entering / exiting the carpark, we ask that you are aware of pedestrians walking in this area.

When walking though the carpark before or after kindergarten please ensure you always hold your child's hand!

If the carpark is full and you park on the street, please ensure that your child uses the 'Safety Door' (rear passenger door closest to the kerbside) to exit and enter the car.

Smoking / Vaping

Greenbrook Kindergarten aims to provide it's employees, children and other users of the pre school with a healthy work environment. **Smoking / Vaping is not permitted** anywhere within the pre school, playgrounds or on the premises or within 10 metres of the kindergarten.