

# INFORMATION, POLICIES AND PROCEDURES FOR PARENTS/GUARDIANS



# ecka

Enriching children's lives through learning

**This Early Childhood Service is a  
member of ECKA**

Approved Provider Number 00002232  
Reg No: A0044267Z



03 53395055



[w.ecka.org.au](http://w.ecka.org.au)



ECKA acknowledges Wadawurrung and Dja Dja Wurrung as the Traditional Owners of the land, water and resources of the countries that ECKA resides upon. We thank them for sharing their connections and pay respect to their elders past, present and emerging. ECKA pays respect to the central place in education that Aboriginal culture holds and says thank you.



**Indigenous Preschool Advancement Strategy (IPAS) Artwork “Cared for”**

*Painting created by Albert Fagan, Wadawurrung Traditional Owner*

Painting description:

The lines within the painting represent the individual journey the children and teachers have taken to get here today. In the middle of the painting is a camp fire where the teachers provide food and water for the children. The symbols on either side represent the teachers and the learning that occurs with the children



## WE COMMIT TO

- Provision of high-quality education and care services that enhance the learning and development of all children.
- Advocating for children and the early education and care sector– being an influential voice for high quality early years services.
- Planning and partnering for effective, sustainable and supported early years services both now and in the future.

## WELCOME

ECKA is a not-for-profit, Early Years Manager, providing management services for Kindergartens, Long Day Care and Occasional Care Centres in the Ballarat and surrounding area.

The Victorian Government developed the Early Years Management system to achieve improved outcomes for all young children through the delivery of world class, accessible early childhood education and care services.

ECKA services are provided by dedicated early childhood professionals who are supported to adopt contemporary evidence-based practices to enhance children's learning. All ECKA staff are supported on a day to day basis and provided with many opportunities to undertake professional development to continuously improve their skills.

ECKA is licensed by the Department of Education and Training (DET) to operate this children's service, and as such are responsible for ensuring compliance with National and State Government licensing requirements. The majority of early childhood services managed by ECKA provide State Government funded kindergarten programs for children in the two years before they attend school.



## Our Early Childhood Education Services

City of Ballarat	Hepburn Shire
Bakery Hill Kindergarten	Clunes and District Preschool
Ballarat Fidelity Club ELC & Kinder	Creswick & District Preschool
Black Hill Kindergarten	Daylesford Preschool
Bonshaw Kindergarten	Hepburn Kindergarten
Brown Hill Kindergarten	Trentham Kindergarten
Delacombe Community Kindergarten	Golden Plains
Iris Ramsay Kindergarten	Haddon Early Education Services
Linda Brown Preschool	Napoleons Kindergarten
Midlands Kindergarten	Woody Yaloak Kindergarten
Mt Clear Community Kindergarten	Moorabool Shire
Mt Pleasant Kindergarten	Ballan & District Preschool
Phoenix Kindergarten	Wallace and District Kindergarten
Sebastopol South Kindergarten	Pyrenees Shire
Soldiers Hill Kindergarten	Beaufort Early Childhood Centre
St Alipius Kindergarten	Waubra Preschool



# ECKA'S STRATEGIC DIRECTION



Enriching children's lives through learning

## Our Guiding Principle

In order to deliver on our Purpose, ECKA is committed to being a sustainable organisation that maximises its impact on the lives of children

## Our Key Strategic Initiatives

### **Educational Excellence**

We will base our Educational Practice Model on robust and effective educational approaches utilising the latest research and evidence.

### **Innovation & Partnerships**

We will develop strong partnerships and collaborate on innovate projects to increase sustainability, impact, and ability to enhance educational and social outcomes for pre- school children in our care.

### **Strengthen Our Identity**

We will strengthen our identity and increase engagement with our stakeholders, to be recognised as a quality early childhood education provider supporting local Victorian communities.

### **Our People**

We will build our organisations capability and foster quality in the performance of our staff.

### **Operational Effectiveness**

We will invest in contemporary and integrative operational systems that support staff to deliver quality services





# ECKA VALUES

## RESPECT

Holding ourselves and others in high esteem and regard. Exhibiting care, concern and consideration for the needs and feelings of others and valuing the qualities and experiences that each person brings to enrich our early years services.

## COMPASSION

Allowing ourselves to be moved by the suffering and experiences of others and be motivated to help alleviate and prevent suffering through exhibiting care, comfort, acceptance and inclusiveness in our early years' services.

## COURAGE

Having the desire and strength to face fear and challenges, dealing with anything recognised as difficult, or painful, instead of withdrawing from it, to ensure our teaching, learning and actions achieve our goals and mission to deliver high quality early years' services.

## COLLABORATION

Bringing people together with a common purpose to be transformational, responsive to community needs, guided by clear goals, values and mission to deliver high quality early years services.



# CHILD SAFE STATEMENT

## Introduction

ECKA's purpose, Enriching children's lives through learning, can only be achieved where children are in education and care environments that are safe, welcoming and inclusive for children and their families; and ensure that children's health safety and wellbeing is protected at all times. Importantly, children must not only be safe but also feel safe. The welfare of children in ECKA services is at all times our priority and ECKA has a zero tolerance to child abuse.

ECKA operates under a range of legislative, policy and procedural requirements that prioritise the safety of children as paramount at all times, and these are available on the ECKA website, ECKA office, and ECKA Services

ECKA encourages all children, families, employees and others involved with ECKA services to participate in regular evaluation and review of policies and practices, or at any time provide feedback, anonymously if desired, via the ECKA website, ECKA office or ECKA service. At all times, any complaints or concerns about child safety will be treated with the highest priority.

## Statement of Commitment

ECKA:

- is committed to the rights of all children to feel safe, and be safe at all times, including:
  - promoting the cultural safety of Aboriginal children
  - promoting the cultural safety of children from culturally and linguistically diverse backgrounds
  - promoting the safety of children with a disability
  - promoting the safety of trans and gender diverse children and their families in ECEC settings
  - ensuring that LGBTIQ+ children and families feel included
- values, respects and cares for children
- empowers children's voices by fostering opportunities for each child to participate, express their views, and to learn and develop
- always acts in the best interests of each child and has zero tolerance of child abuse
- takes all reasonable steps to ensure the health, safety and wellbeing of children at all times, whilst also promoting their learning and development
- actively manages the risks of abuse or harm to each child, including fulfilling our duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- continuously improves the way our service identifies risks of and responds to child abuse, and encourages reporting and improved responses to allegations of abuse.
- proactively sharing information with relevant authorities to promote the wellbeing and/or safety of a child or a group of children, consistent with their best interests



For further  
information, please  
see the  
**Child Safe Environment and  
Wellbeing Policy**, available  
on the ECKA Website.



# EARLY YEARS MANAGEMENT

## Eligibility Criteria for Funded Kindergarten

The Victorian State Government provides funding for each eligible child attending a funded 3 & 4 year old kindergarten program in the two years prior to starting school. Please note that children cannot attend more than one funded kindergarten program in the same year. If children require a second year of funded 4 year old kindergarten they need to meet the criteria set by Department of Education and Training (DET).

**To be eligible for funded 3 year old kinder your child/ren must:** turn 3 years old on or before the 30 April in the year they will be attending kindergarten.

**To be eligible for funded 4 year old kinder your child/ren must:** turn 4 years old on or before the 30 April in the year they will be attending kindergarten, or be eligible for Early Start Kindergarten, or have received funding for a second year of 4 year old kindergarten through a criteria set by the DET or be approved for any other funding requirement set out by the DET.

**Early Start Kindergarten (two years of funded kindergarten):** Research shows that for vulnerable and disadvantaged children, earlier enrolment in quality education and care improves their learning and development outcomes.

**To be eligible for Early Start Kindergarten your child/ren must:** Turn 3 years old on or before 30 April in the year they will attend, and be identified as being Aboriginal and/or Torres Strait Islander; or be known to child protection, be a refugee or asylum seeker.

Please speak to the Teacher at your kindergarten or the ECKA administration staff if you require further information about Early Start Kindergarten.

## Employment of Staff

ECKA is the employer of the Educators (teachers and co-educators) at all ECKA member services. ECKA employs a CEO, Administration staff and Early Education Advisory Teachers to assist all services. ECKA is required to meet all requirements under the appropriate Awards and Occupation Health and Safety Laws. Teaching Staff at all early childhood education services are required, and supported by ECKA, to have a continuing professional development plan, and access to quality professional development training.



## Policies

Early childhood education services managed by ECKA are governed by a number of policies that cover such issues as Child Safe Environment and Wellbeing Fees- including Free Kindergarten, Collection and Delivery of Children, Enrolment, Parental Access, Privacy of information, Sun Protection, Inclusion of Children with Additional Needs (including information regarding support funding available from the government) and many others. Copies of these policies are accessible at the Service or from the ECKA website [www.ecka.org.au](http://www.ecka.org.au)





## Fees

ECKA have opted in to participate in Free Kinder, which is part of the Victorian Government Best Start, Best Life reform will help all Victorian children dream even bigger through increased access to quality early childhood education and care. A critical part of the reform is Free Kindergarten, which will support access to two years of high-quality kindergarten programs for all Victorian children. All families with a child enrolled in a funded kindergarten program are eligible for Free Kindergarten, this includes both 3 and 4-year-old kindergarten programs.

Free Kindergarten supports families to access a funded kindergarten program by:

- providing a free 15-hour program to four-year-old children enrolled at a sessional service
- providing a free 5-to-15-hour program to three-year-old children enrolled at a sessional service (subject to the length of funded program offered)
- offsetting the funded kindergarten program component of parent fees for three and four-year-old children enrolled at a long day care service

Free kindergarten supports every Victorian child to get the best start in life no matter where they live. Research shows that play-based learning is a powerful way to support children's learning and development. Two years of early learning is a crucial part of their educational journey, these benefits last into the school years and beyond.

*Parents accessing Long Day Care at Beaufort Early Childhood Centre or Occasional Care at Trentham Early Learning Centre are responsible to register for childcare subsidy through Centrelink for long day care programs and gap fees will be calculated based on eligibility. Long day care bookings forms will outline the daily fees and are available from the ECKA office.*

For more detailed information regarding free kindergarten and fees, please see the Fee -Including Free Kindergarten Policy at [www.ecka.org.au](http://www.ecka.org.au)

## Compliments, Complaints and Suggestions

ECKA values all feedback from children, parents and families using ECKA services. Complaints, compliments or comments assist us to provide high quality early education and care services.

If you wish to make a compliment, complain or suggestion, please be assured of the following:

- You have the right to make a complaint, comment or compliment about any aspect of our service.
- All complaints will be taken seriously and will be confidential.
- All complaints will be dealt with promptly and we will do our best to resolve any concern you have in relation to our services to you.
- You will not be discriminated against in any way if you make a complaint and you can still attend normal services while any complaint is being investigated.
- All comments and compliments will also be reviewed by ECKA management teams to assist in ECKA's continuous quality improvement processes to assist in the development of high-quality services.

**Complaints/Compliments/Comments can be lodged either verbally or in writing in the following ways:**

**ECKA Office:** 11 Grandview Grove, Wendouree 3355  
Ph: 5339 5055  
Mobile: 0400 089 143  
Email: [ceo@ecka.org.au](mailto:ceo@ecka.org.au) or [om@ecka.org.au](mailto:om@ecka.org.au)



# EDUCATIONAL & RECREATIONAL PROGRAM

ECKA Educators have high expectations for all children. Each child is viewed as a competent and capable learner and the Educator acknowledges that children learn at different rates and times and in many different ways. Programs at ECKA early childhood education services follow the guiding principles and outcomes of the Victorian Early Years Learning and Development Framework and The Early Years Learning Framework for Australia as required by the National Quality Framework.

The program provided involves the Educator's pedagogical understanding of how children's interests and strengths are built upon using a play-based curriculum. Planning of the educational program involves the integration of child-directed play and learning; guided play and learning; and adult led learning.

## Early Years Learning and Development Outcomes

**Outcome 1: IDENTITY** Children have a strong sense of identity - Children feel safe, secure and supported.

In order to form a strong sense of self, children need to build secure relationships first within the family and then with caring, attentive adults in other settings.

**Outcome 2: COMMUNITY** Children are connected with and contribute to their world - Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active civic participation.

Over time and with opportunity and support, the ways in which children connect and participate with others increase. Participating in their communities strengthens children's sense of identity and wellbeing.

**Outcome 3: WELLBEING** Children have a strong sense of wellbeing - Children become strong in their social, emotional and spiritual wellbeing.

During early childhood, the foundations for social, emotional and spiritual wellbeing are laid.

**Outcome 4: LEARNING** Children are confident and involved learners - Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.

**Outcome 5: COMMUNICATION** Children are effective communicators, Children interact verbally and non-verbally with others for a range of purposes.



# NATIONAL QUALITY FRAMEWORK

The National Quality Framework (NQF) was the result of an agreement between all Australian governments to work together to provide better educational and developmental outcomes for children. The NQF includes the National Law and Regulations, National Quality Standards, an Assessment and quality rating process and the Learning frameworks - Victorian Early Years Learning and Development Framework and The Early Years Learning Framework.

The National Quality Framework is overseen by the **Australian Children's Education and Care Quality Authority (ACECQA)**

## Benefits for children and Families

Research shows quality education and care early in life leads to better health, educational and employment outcomes later in life. The early years are critical for establishing self-esteem, resilience, healthy growth and capacity to learn. Quality education and care shapes every child's future and lays the foundation for development and learning.

See more at: [www.acecqa.gov.au](http://www.acecqa.gov.au)

## National Quality Standard

The National Quality Standard sets a national benchmark for the quality of education and care services. The National Quality Standard is divided into seven Quality Areas:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and Leadership

## National Quality Rating and Assessment Process

ECKA early childhood education and care services will be assessed and rated against each of the seven Quality Areas of the National Quality Standard and the National Regulations. They will also be given an overall rating. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care. Early childhood experts and professionals maintain that quality is critical when it comes to early childhood education and care.

**The current rating for this service is displayed in the parent foyer or on the noticeboard**



Source: ACECQA

# PRIVACY POLICY COLLECTION STATEMENT

**We believe your privacy is important.** Eureka Community Kindergarten Association Inc. (ECKA) 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 request.**

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

The Child Information and Family Violence Information Sharing Scheme allows Early Childhood Services to freely request and share relevant information with Information Sharing Entities to support a child or group of children's wellbeing and safety when the threshold test has been met

## **Purpose for which information is collected:**

The reasons for which we generally collect personal information are given in the table below.

<b>Personal information and health information collected in relation to:</b>	<b>Primary purpose for which information will be used:</b>
Children and parents/guardians	To enable us to provide for the education and care of the child attending the service To manage and administer the service as required
The Approved Provider if an individual, or members of the Committee of Management/Board if the Approved Provider is an organisation	For the management of the service To comply with relevant legislation requirements
Job applicants, employees, contractors, volunteers and students	To assess and (if necessary) to engage employees, contractors, volunteers or students To administer the individual's employment, contracts or placement of students and volunteers

*Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.*

Disclosure of personal information, including health information:

Some personal information, including health information, held about an individual may be disclosed to: government departments or agencies, as part of our legal and funding obligations; local government authorities, for planning purposes; organisations providing services related to employee entitlements and employment; insurance providers, in relation to specific claims or for obtaining cover; law enforcement agencies; health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission; anyone to whom the individual authorises us to disclose information; information sharing entities to support a child and group of children's wellbeing and safety.

Laws that require us to collect specific information:

The Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011, Associations Incorporation Reform Act 2012 (Vic) and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child's enrolment at the service
- a person's employment with the service
- the ability to function as an incorporated association.



# Kindergarten information sharing

## Information for families with children enrolled in a funded kindergarten program

Each year, kindergarten providers collect information about the families and children enrolled at their services. This includes sessional kindergarten and long day care services that offer a kindergarten program. This information is shared with the Department of Education (the department) if your child is enrolled in a funded kindergarten program.

## How the department uses your information

The department uses your information to:

- confirm how much funding to pay to your kindergarten service to deliver the kindergarten program.
- plan any changes to funding and supports for services and families and help local councils plan their early childhood services.
- link kindergarten information with other Victorian Government information to help plan and deliver supports for Victorians. Data linkage is done in a safe way to so that your child's name is **not** linked to the enrolment information used for analysis.
- complete the Annual Kindergarten Census. Some enrolment and attendance information is shared with the Australian Bureau of Statistics so that it can report on the numbers of children attending kindergarten in Australia each year. This information is anonymous, meaning your child's name is **not** shared.
- help approved academic researchers study the childcare or kindergarten system in Victoria. If research is approved, researchers have limited access to anonymous information.

Any agency or researcher, whether it's the Australian Bureau of Statistics, or a researcher at a university, must meet strict criteria on how they use and store this information, even when it's anonymous.

## Information sharing and Free Kinder

Occasionally, data needs to be shared without making it anonymous.

In Victoria, Free Kinder will be available from 2023. Many children receive Free Kinder through their long day care service. Accessing Free Kinder means that those families will have their long day care out-of-pocket fees reduced.

To do this, the Australian Government requires that some information about those children is shared with them including a child's name, gender and Free Kinder funding amount received from the Victorian Government.

If you receive the Child Care Subsidy (CCS), the Australian Government already has most of that information. Sharing this information with the Australian Government lets them know that your child is attending a state-funded kindergarten program.

The department must also share information that is not anonymous where required by law.

## Privacy policies

All information is handled in accordance with the Department of Education's [Privacy Policy](#) and relevant privacy legislation including the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001*.



## Access to Information

Individuals about whom we hold personal, sensitive or health information can gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in ECKA's Privacy and Confidentiality Policy, which is available on request. For information on the Privacy and Confidentiality Policy, please refer to the copy available at the service or contact the ECKA Administration Office on 5339 5055.

## Photographs and Videos

Photographs and videos are classified as 'personal information' under the *Privacy and Data Protection Act 2014*.

The purpose of the permission form that you have signed is to:

- comply with the privacy legislation in relation to all photographs/videos taken at the service, whether by the Approved Provider, Nominated Supervisor, Person in day-to-day charge, educators, staff, parents/guardians, volunteers or students on placement
- enable photographs/videos of children to be taken as part of the program delivered by the service, whether group photos, videos or photos at special events and excursions etc.
- Notify parents/guardians as to who will be permitted to take photographs/videos, where these will be taken and how they will be used.

## 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 Eureka Community Kindergarten Association Inc. (ECKA) 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. Some staff may use learning journals, or private communication programs such Storypark, in which photographs are included.

During the kindergarten year the devices that photographs or videos are recorded on, including camera memory cards, computers and electronic devices will be stored securely with password access where applicable.

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 program or activity.

For further info please read the full version of Permission form for Photographs and videos provided to you, or the ECKA Privacy and Confidentiality policy available on the ECKA website.



**Parents should not include photos of staff, other parents, or children other than their own, on social networking websites such as FACEBOOK or Instagram without the permission of other parents or staff.**



# SUMMARY OF DELIVERY AND COLLECTION OF CHILDREN POLICY

## Kindergarten Sessions

Kindergarten programs have scheduled hours of attendance. Parents/guardians are responsible for supervising their own child/ren before signing them into the program and after they have signed them out of the program. Supervision of your child/ren will become the teacher's responsibility after the child is signed in on the attendance record at the beginning of the session.

Early delivery of your child to kindergarten may be negotiated in certain circumstances, please speak to your teacher if this is applicable to you.

## Sign In / Out; all services

Please note that when your child/children are signed in and out of the kinder session and / or childcare, the actual time that the child arrives or is collected must be recorded.

## Late Collection from Kindergarten

Children must be collected from services on time.

Late collection of children impacts on the ability of the staff to complete their non-contact duties in the kindergarten programs. A late fee may be charged by ECKA to cover the extra time that staff are required to work in such circumstances.

It is often distressing to children to have to wait for their parent/guardian when all other children have been collected. A full copy of the Delivery and Collection of Children Policy can be found at the kindergarten on the ECKA website.

## Parents/Guardians are Responsible for:

- Completing and signing the authorized nominee section of your child's enrolment form before your child attends the service
- Signing and dating permission forms for excursions
- Proving written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in your child's medication record
- Ensuring Educators are aware that their child has arrived at/been collected from the service
- Supervising other children in their care, including siblings, while attending or assisting at the service



# FAMILY INVOLVEMENT

Family contribution to your child's education and care is very important to us and your child. There are many different ways that families may contribute in and out of kindergarten sessions. Some of the activities in the kindergarten session may include; attending an excursion, helping the children plant in our vegetable garden, cutting up the shared fruit platter or coming in to read a story, or out of session by supporting social events and providing your feedback and ideas.

If you are interested in volunteering some time to help, please speak directly with the educators or message them via the Storypark app. We understand that people have busy lives and lots of commitments and if you are not able to indicate support right now, we completely understand, however if your circumstances change, please feel free to speak with educators as they will be happy for your help.

Please note that our parent volunteers do not need a working with children's check provided that the volunteering is in the group with your own child. Staff will fully supervise all volunteers in accordance with our volunteer and visitor policies.

Please check with your service as to the current opportunities for involvement. Opportunities for involvement include (but are not limited to):

- **Participating in your child's program**
  - speak to your child's teacher on how to become involved
- **Participating in Parents and Friends Activity Groups**
  - information is provided at the start of the year
- **Providing feedback on Policy Development and Review**
  - see the parent notice board, ECKA website or Story Park
- **Participation in the Quality Improvement Plan**
  - speak to your child's teacher and regularly view the parent notice board or posts on Story Park
- **Invitation to participate in parent surveys during the year**

Feedback is encouraged and can be provided to ECKA at any time. Please view the contact page on the ECKA website at

[ecka.org.au/contactus](http://ecka.org.au/contactus)



# CODE OF CONDUCT FOR PARENTS AND GUARDIANS

## Code of conduct for parents/guardians, students, volunteers, contractors and visitors

I commit to contributing to creating an environment at Eureka Community Kindergarten Association Inc. (ECKA) that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (refer to *Definitions*) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

### Relationships with children

In our relationships with children, I commit to:

- being a positive role model at all times
- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to each child's cultural values
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

### Relationships with the Approved Provider, Nominated Supervisor, staff and others

In my relationships with the Approved Provider, Nominated Supervisor, staff, other parents/ guardians, volunteers and visitors I commit to:

- reading and abiding by the *Code of Conduct Policy* (available on the ECKA website – [ecka.org.au](http://ecka.org.au))
- developing relationships based on mutual respect
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy (available at [www.ecka.org.au](http://www.ecka.org.au))
- following the directions of staff at all times
- treating the kindergarten environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
- raising any complaints or grievances in accordance with the *Complaints and Grievances Policy*.





## A Note for Families

A healthy balance of the sun's ultra violet (UV) radiation exposure is important for health. Too much UV can cause sunburn, skin and eye damage and skin cancer. Over exposure to UV during childhood and adolescence is a major factor in future skin cancer risk. Too little UV from the sun can lead to low Vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health.

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

From September to April (and when UV levels reach 3 and above) use these 5 Sun Smart steps:





## SunSmart UV Alert

The SunSmart UV Alert indicates daily weather forecasts including temperature, UV level and times sun protection is or is not needed. Sun Smart recommends using the UV Alert to help guide sun protection and vitamin D needs each day. A free *SunSmart* App can be found at the *SunSmart* website.

You can also find the sun smart widget @ [ecka.org.au](http://ecka.org.au)

For further information contact Sun Smart on:

 (03) 9514 6419

 [sunsmart@cancervic.org.au](mailto:sunsmart@cancervic.org.au)

[sunsmart.com.au](http://sunsmart.com.au)



### Sun protection times

Don't just wait for hot and sunny days to use sun protection. Check the sun protection times each day so your family can be protected when they need to be.



Daily local sun protection times and weather details are available from the SunSmart widget on our website, in the weather section of the newspaper, on the SunSmart website at [sunsmart.com.au](http://sunsmart.com.au) and as a free SunSmart app. Sun protection times can also be found at the [Bureau of Meteorology website](http://Bureau of Meteorology website) and live UV levels are available from [ARPANSA](http://ARPANSA).

Information sourced from [sunsmart.com.au](http://sunsmart.com.au)







## GATE SAFETY

It is a strict rule that no parent or guardian let any child out of the kindergarten gate who is not directly under your care.

# STOP

Please only let  
out the child in  
your care

