



**Macedon  
Ranges**  
Shire Council

**Early Years  
Services**

# Parent information booklet

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## Kindergarten



# Welcome



**Our kindergartens are places of learning and community. Led by passionate and experienced Early Childhood Teachers and Educators, they provide a welcome, supportive community for families and an environment rich in nature-based and creative learning.**



## Our kindergartens

Kindergarten	Address	Phone		Kindergarten Contact
Kyneton Kindergarten	49A Edgecombe Street, Kyneton 3444	(03) 5422 1463 (03) 5422 2157	Golden Wattle Silver Banksia	Vanessa Gray
Lancefield Kindergarten	16 Dunsford Street, Lancefield 3435	(03) 5429 2547		Rebecca Hey
Macedon Kindergarten	55 Bruce Street, Macedon 3440	(03) 5426 1877		Nicole Mezzatesta
Manna Gum Family and Children's Centre	71 Robertson Street, Gisborne 3437	(03) 5421 9516 (03) 5421 9517	White Gum Ribbon Gum	Jodie Dyer
Riddells Creek Kindergarten	23 Mahoneys Road, Riddells Creek 3431	(03) 5428 7207		Georgina Brown
Romsey Kindergarten	32-48 Main Street, Romsey 3434	(03) 5429 5294 (03) 5429 6076	Bunjil Waa	Kym Bates
Swinburne Avenue Children's Centre	8 Swinburne Avenue, Gisborne 3437	(03) 5428 3731 (03) 5428 3697	Burrow Blue Gum	Diana Lawrence
Woodend Kindergarten	10 Nicholson Street, Woodend 3442	(03) 5427 1421 (03) 5427 2730	Pin Oak Banksia	Paulette Maskell

# Early Years Vision



**Macedon Ranges Shire Council is on Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Countries. We respect their elders past, present and emerging and welcome Aboriginal and/or Torres Strait Islander people who attend or visit our services. Children participate in acknowledgement of country before group activities, at all of our kindergartens. This is a way of integrating Indigenous culture into our educational program.**

**Macedon Ranges Shire Council is a child safe organisation. Child safety is everyone's responsibility and Council prides itself on being a child safe organisation with zero tolerance for child abuse. This means creating environments where all children and young people are heard, valued and protected from harm.**



## Our Early Years Vision

To provide every child with the optimal foundation for a thriving and successful life.

### Purpose

Our purpose is to foster curiosity, self-confidence, independence, respect, and creativity in every child, igniting their passion for lifelong learning. Through strong partnerships with families, educators, and the community, we aim to create an inclusive environment that supports the holistic development of each child.

### Values

**Child Focused:** At our kindergartens, we prioritise the child's voice. We uphold the United Nations rights of the child and will continually challenge ourselves to critically reflect on these rights seeking input from our children about decisions that affect them.

**Safe and Inclusive Programs:** Safety and inclusive is our highest priority. We do this through programs that embrace the diversity of all children, families, and cultures, ensuring that everyone feels safe, valued, and respected within our kindergarten community.

**Learning:** Our educators deliver high-quality, play-based programs that positively shape the lives of children across the shire. We focus on preparing children for a smooth transition to primary school while building a foundation for lifelong success and wellbeing.

**Community:** We build meaningful partnerships between families, the wider community, and local services. Through incursions, excursions, and inclusive consultation processes, we foster a sense of belonging and shared responsibility in decision-making.

**Sustainability:** We inspire children to actively engage with and care for the world around them. Our programs integrate hands-on learning in sustainability through gardening, recycling, and environmental stewardship, fostering respect for nature.



# Funded kindergarten

The Victorian Government provides funding to support children to access a high-quality kindergarten program in the two years before they start school. For more information, visit the Department of Education website

<https://www.vic.gov.au/kindergarten>



When you see the Kinder Tick, you can be confident;

- the program will be led by a qualified Early Childhood Teacher
- children will benefit from play-based learning
- the kindergarten program is funded and approved by the Victorian Government and complies with government guidelines and the National Quality Framework.

## What is funded?

The Victorian Government funds one year of 3-year-old kindergarten, and one year of 4-year-old kindergarten. There isn't an opportunity to complete a second year of funded 3-year-old kindergarten. For a child to repeat 4-year old-kindergarten they need to be assessed as being delayed in two or more development areas by their Early Childhood Teacher, and have a second year approved by the Department of Education.

## Fees

Kindergarten is free for all Victorian children in 2025. There is no fee for registering.



## Early Start Kindergarten Program

Early Start Kindergarten Program (ESK) is a program for eligible 3-year-old children to access 15 hours of Kindergarten two years before school where the child is Aboriginal and/or Torres Strait Islander or for children known to Child Protection, or from a Refugee or Asylum Seeker background.

For more information and eligibility, talk to our Enrolment Officers by calling (03) 5422 0239.

# Important dates

## 2025 Term dates

Period	Start	Finish
Term 1	28 January (29 January for Government Schools) * <b>you will be advised of your child's exact start date by email</b>	4 April
School holidays	5 April	21 April
Term 2	22 April	4 July
School holidays	5 July	20 July
Term 3	21 July	19 September
School holidays	20 September	5 October
Term 4	6 October	19 December

## 2025 Public holidays and child free days

Date	Day	Holiday
28 January	Tuesday	Set up day (child free day)
29 January	Wednesday	Set up day (child free day)
30 January	Thursday	Professional development - First Aid (child free day)
10 March	Monday	Labour Day (public holiday)
4 March	Tuesday	Professional Development Day (child free day)
18 April	Friday	Good Friday (public holiday)
21 April	Monday	Easter Monday (public holiday)
25 April	Friday	Anzac Day (public holiday)
9 June	Monday	King's Birthday (public holiday)
27 June	Friday	Professional Development Day (child free day)
12 August	Tuesday	Professional development (child free day)
TBC	Friday	Friday before AFL Grand Final
4 November	Tuesday	Melbourne Cup – all kindergartens except Kyneton
5 November	Wednesday	Kyneton Cup – Kyneton Kindergarten only
18 December	Thursday	Pack up day (child free day)

# Preparing your child for kindergarten



## What to bring

Please clearly label all your child's belongings.

**Broad brim hat**



**Jacket / Beanie**



**Water Bottle**



**Gumboots**



**Change of clothes**



**Lunchbox**



**Backpack**



**Pull-ups (if not toilet trained)**





# What to wear



Clothing should be comfortable and easy to manage for your child. The kindergarten provides smocks for messy activities, but clothes still get dirty. We ask that no singlets, long or sleeveless dresses, thongs or crocs be worn.

Our kindergartens also have uniforms which are not mandatory. Uniforms can be ordered through:

**Beleza School Uniforms - Gisborne**  
42C Aitken Street  
Gisborne VIC 3437  
Ph. (03) 5428 1285

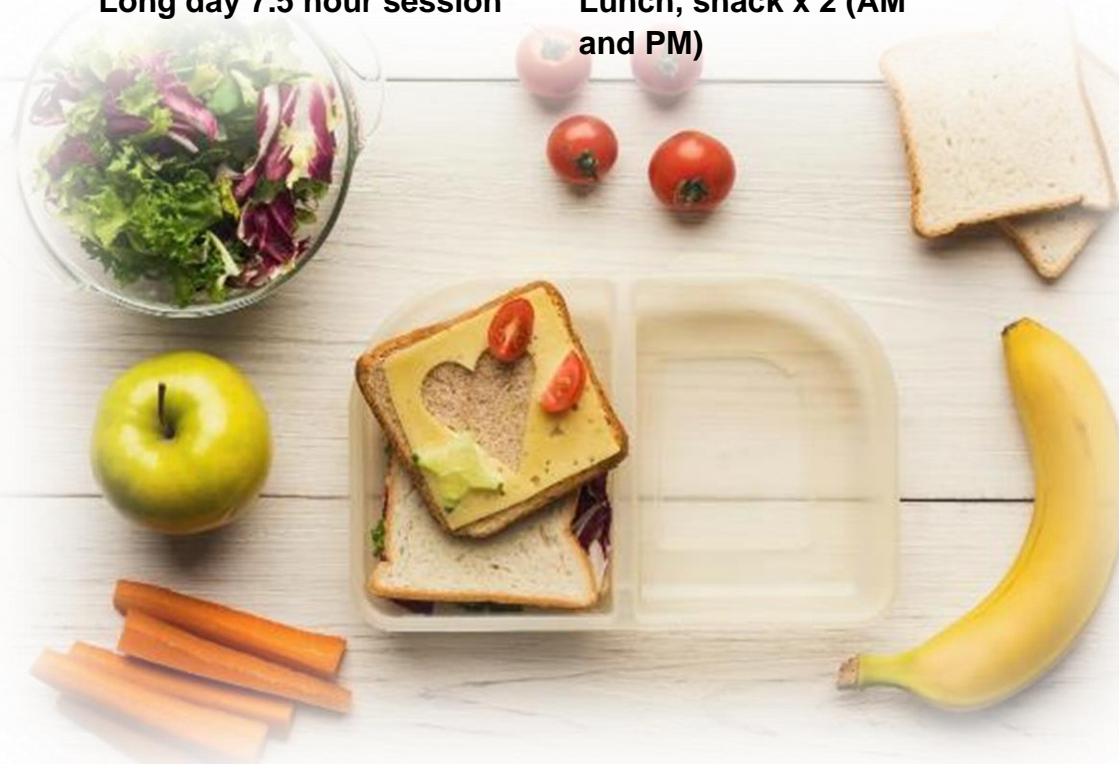


## What to eat

We promote a healthy lifestyle to children, including eating nutritious food, maintaining oral health and participating in physical activity. We recommend that you provide healthy snacks, lunch and water for your child.

**Long day 7.5 hour session**

**Lunch, snack x 2 (AM and PM)**



## Allergen Awareness

Due to the increase of children with allergic reactions, we ask that you are mindful about common allergens including nuts, seeds, eggs and wheat. You will be notified if there is a severe anaphylactic child within your kindergarten group and you may be encouraged to avoid bringing that product to kindergarten.

# Preparing for kindergarten



## Toilet Training

**While children are not required to be toilet trained before they start kindergarten, here are some tips to get your child started.**

- teach your child some words for going to the toilet like 'wee', 'poo' and, 'I need to go'.
- let your child try sitting on the potty or the small toilet seat to help them feel comfortable with using a toilet.
- use positive encouragement if the child attempts to use the potty/toilet.
- in summer start trialing putting cloth underpants on your child to help them understand the feeling of wetness.

**Attempting to dress themselves, using tissues, handwashing and being able to manage bags and lunchboxes are skills that children can develop at a young age. Getting dressed is about more than just putting on or taking off clothes. It helps your child develop other skills like:**

- ✓ fine motor skills as they learn to fasten buttons and zips
- ✓ gross motor skills such as standing on one leg to pull on a pair of pants
- ✓ cognitive skills such as remembering what bits of clothing go on first, build patience and attention to finish the task
- ✓ language such as naming types of clothes, colours and sizes
- ✓ awareness of time and space as they learn to dress for certain occasions and weather conditions.

Visit Raising Children Network for more tips and advice, [raisingchildren.net.au/preschoolers/health-daily-care/toileting/toilet-training-guide](https://raisingchildren.net.au/preschoolers/health-daily-care/toileting/toilet-training-guide)



# SunSmart kindergarten



**Sun protection is used whenever UV levels are 3 or higher. All children are required to wear a SunSmart approved hat that protects their face, neck and ears.**

These include:

- ✓ **Legionnaire**
- ✓ **Broad brim**
- ✓ **Bucket hat**

Peak caps and visors are not considered a suitable alternative.

Children without a hat of a high UV day, will be required to play in a shaded area.

SPF 30 (or higher) broad-spectrum, water-resistant sunscreen is provided at the service, however families can provide an alternative sunscreen to be left at the service if their child has a particular sensitivity to the sunscreen provided. Visit the SunSmart website for more information [sunsmart.com.au](http://sunsmart.com.au)



# Single-use plastics



## Reduce, Reuse and Recycle

Did you know our kindergartens are committed to reducing waste and looking after our planet?

At each of our kindergartens, we are:

- no longer using single-use plastics
- choosing sustainable products where available
- buying in bulk to reduce packaging
- encouraging reuse and upcycling
- using the four bin system correctly, just like at home
- recycling soft plastics, stationery, art & craft items
- committed to finding more sustainable solutions.

All of our families can get involved by considering things like:

- what food and snacks are packaged in
- choosing plastic free when possible
- using reusable and not single-use plastics. For example reusable yoghurt pouches, beeswax wraps or foil for snacks.

Learn more about reducing waste by visiting [mrsc.vic.gov.au/waste-reduction](http://mrsc.vic.gov.au/waste-reduction) or downloading the MRSC waste app



# Communication and Getting involved



## How we communicate with you

For enrolment and registration matters we will primarily communicate with you by email. Some emails may go to spam folders so please check these folders regularly.

Your child's teacher or educators will use Kinderloop which offers families real-time communication on their child's progress and ease of contact with the educator. You will be set up with a Kinderloop account closer to your child's start date.

Opportunities for parent/guardians and teacher meetings can also be arranged for one-on-one discussions and parents are always welcomed to ask about the progress of their child at any stage.

Transition statements are developed for each child attending a 4-year-old kindergarten program in preparation for their primary school orientation in term four. Visit the Department of Education website for more information, <https://www.vic.gov.au/transition-school-resources-families>

There are a range of ways parents and/or guardians can get involved in our kindergarten community, such as social activities and becoming a parent/carer helper. Talk to your child's educators to find out how you can be involved.

All kindergarten parent/carer helpers, are required to have a Victorian Working with Children's Check (WWCC) or Victorian Teachers Registration (VIT), and adhere to Child Safe Standards and Child Safety and Wellbeing Policies, and sign the Safety Wellbeing Code of Conduct.

## Kindergarten drop-off and pick-up

Parents/guardians/carers are responsible for:

- completing the authorised nominee section of their child's enrolment form before their child attends the service. You can add authorised nominees at any time of the year, just contact your child's educator.
- ensuring educators are aware that their child has arrived at or has been collected from the service
- collecting their child on time at the end of each session or day
- alerting educators if they are likely to be late collecting their child
- supervising their own child before signing them in and out of the program.
- supervising other children in their care, including siblings, whilst at the service.

**Please do not let other children out of the gates as you enter and exit.**



# Updating your information



Please ensure your kindergarten is kept up-to-date with your and your child's details. For any updates contact your child's educators or our Enrolment Officers at [kinderenrolment@mrsc.vic.gov.au](mailto:kinderenrolment@mrsc.vic.gov.au) or on (03) 5422 0239.

<https://www.mrsc.vic.gov.au/Live-Work/Children/Kindergarten/Update-Your-Details>

**It is the family's responsibility to ensure contact details are kept up-to-date with Council.**

## Change to kindergarten applications

Please contact our Enrolment Officer at [kinderenrolment@mrsc.vic.gov.au](mailto:kinderenrolment@mrsc.vic.gov.au) or on (03) 5422 0239 to amend any registration details if you or your child's circumstances have changed.



# Inclusion and Support



## Our Approach to Inclusion

At Kindergarten we believe that every child is unique and deserves an inclusive environment where they can thrive. Our approach to inclusion focuses on celebrating diversity and creating a welcoming space for all children. We welcome all children regardless of background, gender, experience or religion.



## Children with developmental delays

We are committed to supporting any child who has a developmental delay. If your child needs assistance, please ensure that your enrolment form identifies this and that you add supporting documentation. For further information, call our Enrolment Officer on (03) 5422 0239.

At the council, we have a Kindergarten Inclusion and Transition Support Officer available to support families and children within the kindergarten program. You can contact them for support on 0437 321 235.

## The Kindergarten Inclusion and Transition Support Officer (KITSO)

The Kindergarten Inclusion and Transition Support Officer (KITSO) supports children with disabilities, developmental differences and/or vulnerabilities to access and participate in two years of funded kindergarten prior to school. The KITSO also supports Teachers and Educators to identify and refer children with additional needs to early intervention services; develop inclusion strategies across all early childhood education and care settings; and promote positive transitions to kindergarten and on to school.

# Inclusion and Support cont.

## Preschool Field Officers

Preschool Field Officers (PSFOs) provide short-term guidance and coaching to early childhood educators to help children with additional needs. The program operates within kindergarten programs and does not deliver direct intervention to a child.

Support to educators may include:

- providing
- information, resources and strategies
- assisting educators in identifying additional needs
- modelling of specific skills, suggestions, and strategies with educators

Your child's educator will submit a referral for PSFO support should they need additional coaching or guidance. If you have any questions or would like to know more about the Preschool Field Officer program you can speak with your child's educator.

## Kindergarten Inclusion Support Funding

The Kindergarten Inclusion Support (KIS) program enables kindergartens to be responsive to the individual abilities, interests and needs of children living with a disability, developmental delay or complex medical needs. The KIS program provides resources for educators to deliver an inclusive program for children with additional needs to support their learning and development



## Sunbury Cobaw Health

Sunbury and Cobaw Community Health is a not-for-profit community health organisation providing a comprehensive range of free and low cost health, wellbeing and community services.

Sunbury Cobaw Health works with our kindergartens delivering programs like the Smiles 4 Miles and allied health services through School Readiness Funding.

## MCH

The maternal and child health service is free and supports your child's health and development from birth until school age.

Outside of the Universal MCH program, the maternal and child health team can provide enhanced support, address additional concerns and provide a 24 hour helpline for children up to the age of 5.



# Medical Conditions and Plans

If your child has a medical condition we follow a strict protocol relating to policies and procedures developed in alignment with The Education and Care Services National Regulations 2011 (*Regulation 168*).

If your child has a health care need, allergy or relevant medical condition, families will be required to work with your kindergarten team on:

- the appropriate management of medical conditions
- providing a medical management plan
- developing an appropriate risk minimisation and communication plan
- providing chemist labelled medication

**Please note your child will not be able to commence kindergarten until the appropriate medication and medical plans have been received.**

## Anaphylaxis and Allergy Action Plans

There are different types of ASCIA action plans:

**ascia**  
www.allergy.org.au

**ACTION PLAN FOR Anaphylaxis**

Name: \_\_\_\_\_ Date of birth: DD / MM / YYYY

Confirmed allergen(s): \_\_\_\_\_

Family/emergency contact(s):  
1. \_\_\_\_\_ Mobile: \_\_\_\_\_  
2. \_\_\_\_\_ Mobile: \_\_\_\_\_

Plan prepared by: \_\_\_\_\_ (doctor or nurse practitioner) who authorises medications to be given, as consented by the parent/guardian, according to this plan.  
Signed: \_\_\_\_\_ Date: DD / MM / YYYY  
Antihistamine: \_\_\_\_\_ Dose: \_\_\_\_\_

This plan does not expire but review is recommended by: DD / MM / YYYY

**MILD TO MODERATE ALLERGIC REACTIONS**

**SIGNS:**

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting - these are signs of anaphylaxis for insect allergy

**ACTIONS:**

- Stay with person, call for help
- Locate adrenaline device
- Give antihistamine - see above
- Phone family/emergency contact
- Insect allergy - flick out sting if visible
- Tick allergy - seek medical help or freeze tick and let it drop off

**Mild to moderate allergic reactions may not always occur before anaphylaxis**

**SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)**

Watch for ANY ONE of the following signs:

- Difficult or noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Wheeze or persistent cough
- Difficulty talking or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

**ACTIONS FOR ANAPHYLAXIS**

- 1 LAY PERSON FLAT - do NOT allow them to stand or walk
  - If unconscious or pregnant, place in recovery position - on left side if pregnant
  - If breathing is difficult allow them to sit with legs outstretched
  - Hold young children flat, not upright
- 2 GIVE ADRENALINE DEVICE
- 3 Phone ambulance - 000 (AU) or 111 (NZ)
- 4 Phone family/emergency contact
- 5 Further adrenaline may be given if no response after 5 minutes
- 6 Transfer person to hospital for at least 4 hours of observation

**IF IN DOUBT GIVE ADRENALINE DEVICE**

Commence CPR at any time if person is unresponsive and not breathing normally

**ALWAYS GIVE ADRENALINE DEVICE FIRST, and then asthma reliever puffer**  
If someone with known asthma and allergy to food, insects or medication (who may have been exposed to the allergen) has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms.

**How to give adrenaline (epinephrine) devices**

**EpiPen®**

- 1 Form flat around EpiPen and PULL OFF BLUE SAFETY RELEASE
- 2 Hold leg still and PLACE ORANGE END against outer mid thigh (with or without clothing)
- 3 PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen®

EpiPen® Jr (150 mcg) is prescribed for children 7.5-20kg  
EpiPen® (300 mcg) is prescribed for children over 20kg and adults

**Anapen®**

- 1 PULL OFF BLACK NEEDLE SHEILD
- 2 PULL OFF GREY SAFETY CAP from red button
- 3 PLACE NEEDLE END FIRMLY against outer mid thigh (with or without clothing)
- 4 PRESS RED BUTTON so it clicks and hold for 3 seconds REMOVE Anapen®

Anapen® 500 is prescribed for children and adults over 50kg

If adrenaline is accidentally injected, phone your local poisons information centre. Continue to follow this action plan for the person with the allergic reaction.

© ASCIA 2023 This plan is a medical document that can only be completed and signed by the patient's doctor or nurse practitioner and cannot be altered without their permission.

Please ensure:

- This form is **completed in full by a doctor**
- Includes both a **doctor's signature and stamp with provider number\***
- Staff are provided a **colour copy**.
- All child's details are correct and up to date
- A clear and recent photo of your child is attached
- Includes a review date

Action plans are to be provided alongside all chemist labelled medication. (e.g. Ventolin, spacers etc.)

All action plans will be reviewed by your child's teacher and kindergarten regional team leaders.

# Medical Conditions and Plans

## Asthma Action Plans

The Asthma Australia plan is the preferred medical plan as recommended in our policy (but it is not the only acceptable form)

Please ensure:

- This form is **completed in full by a doctor**
- Includes both a **doctor's signature or stamp with provider number\***
- Staff are provided a **colour** copy.
- All child's details are correct and up to date
- A clear and recent photo of your child is attached
- Includes a review date

Action plans are to be provided alongside all chemist labelled medication (e.g. Ventolin, spacers etc.)

All action plans will be reviewed by your child's teacher and kindergarten regional team leaders.

*\*This is in addition to the Doctors details being completed (as per the template) as the form does not have a signatory box*

## Epilepsy

Epilepsy is managed in strict accordance with policies and procedures. Our staff aim to understand the individual child and manage the condition in accordance with an Epilepsy Management Plan. Epilepsy training will need to be conducted prior to your child commencing kindergarten. Please ensure you communicate this during enrolment processes to ensure your child can commence kindergarten at the start of the year. Please find more information here: [Early Years Policy - Epilepsy](#)

## Medication

Medication (including prescription, non-prescription, over-the-counter and homeopathic medications) can only be administered to a child at a service with the authorisation of a parent/guardian or person with the lawful authority to consent. **All medications need to have a chemist label.**

Your child's teachers and educators follow strict guidelines when administering which you can read in detail as part of the [Early Years Policy - Administration of Medication](#)

# Illness, immunisation and policies



Under the 'No Jab, No Play' legislation an early childhood education and care service cannot confirm enrolment of a child unless the parent and/or guardian has provided an up-to-date copy of the child's Immunisation History Statement from the Australian Immunisation Register (AIR). The statement shows the child:

- is fully vaccinated for their age
- is on a recognised catch-up schedule and is on track with the catch up schedule
- has a medical exemption not to be vaccinated.



## Accessing your child's immunisation history

Parents and/or guardians can print a copy of their child's Immunisation History Statement by:

- accessing their myGov account
- calling the AIR on phone 1800 653 809
- visiting a Medicare or Centrelink office.

## Illness and absences

It is important to have a plan in the event your child is not well enough to attend kindergarten or needs to be collected during the session. Teachers and families need to follow their service's infectious disease policy for the exclusion of ill children, in the interests of all children's health.

Please call your child's kindergarten service / Educator directly if your child will not be attending their session. Please see Page 1 of this booklet for kindergarten contact details.

Educators may contact your child's authorised person if unable to make contact with you. **Please ensure your phone contact details are up to date.**



# Policies



Our policies reflect our vision and are in place to ensure high quality education and care for the children who attend our services. Full copies of the policies can be provided upon request and are available [here](#) or at the following address:  
<https://www.mrsc.vic.gov.au/Live-Work/Children/Kindergarten/About-Kindergarten>

## Contacts and queries

**Enrolment and Registration**  
Early Years Enrolment Officers

(03) 5422 0239  
[kinderenrolment@mrsc.vic.gov.au](mailto:kinderenrolment@mrsc.vic.gov.au)

Regional Team Leaders

0408 113 604 or 0418511052  
[eyregionalleader@mrsc.vic.gov.au](mailto:eyregionalleader@mrsc.vic.gov.au)

Coordinator Early Years Services

(03) 5422 0251 or 0428 238 894  
[swaymouth@mrsc.vic.gov.au](mailto:swaymouth@mrsc.vic.gov.au)

Department of Education

(03) 5440 3111  
7-15 McLaren Street, Bendigo 3552

**Reporting suspected child abuse**  
Commission for children and young people

North Division Intake 1300 664 977  
After hours 131 278

**Maternal & Child Health Services**

(03) 5422 0281  
[mchadmin@mrsc.vic.gov.au](mailto:mchadmin@mrsc.vic.gov.au)

## Concerns and complaints

- For any concerns or complaints please follow our procedure;
  - Discuss concerns or complaints with the teacher or educator at the child's kindergarten.
  - If you would like additional support you can contact the Regional Team Leader.
  - If you are still not satisfied with the outcome, please contact Coordinator Early Years services.
  - You can also make a complaint directly to the Department of Education through an authorised officer from your local QARD regional office



# Keeping children safe



## Our role as an organisation

### Zero tolerance

Council follows the Child Safe Standards and the Reportable Conduct Scheme, which create distinct sets of responsibilities for organisations, but have been designed to complement one another. For more information visit

<https://ccyp.vic.gov.au/child-safe-standards/> or refer to our [Early Years Child Safe Environment and Wellbeing Policy](#).



In line with the Council's commitment to child safety, all kindergarten volunteers are required to have a Victorian Working with Children's Check.

Privacy of complaints is maintained and information is only disclosed as required by legislation. Permission is not required from parents and/or guardians of a child to make a report where any abuse is suspected.

## Information sharing scheme

The Child Information Sharing (CSI) Scheme is legislation that allows authorised organisations and professionals working with children and young people (0-18) to share information without parents' permission in circumstances that promote a child's wellbeing or safety. A person's safety takes preference over someone's privacy. Generally, your information will not be shared without your consent. But if there is a serious threat to an individual's life, health safety or welfare, your information may be shared without your consent to lessen or prevent this serious threat.

Authorised organisations can request and share confidential information if the Child Information Sharing Scheme threshold is met. The disclosing information entity must reasonably believe that sharing the information may assist the receiving information sharing entity to carry out one or more of the following activities;

1. making a decision, an assessment or plan relating to a child or group of children;
2. initiating or conducting an investigation relating to a child or group of children;
3. providing a service relating to a child or group of children
4. managing any risk to a child or group of children.

For more information visit <https://www.vic.gov.au/child-information-sharing-scheme>.

To report any concerns regarding a child, call North Division Intake **1300 664 977** during business hours or call the After Hours Child Protection Emergency Service: **13 12 78**

## Mandatory reporting of child abuse

The following professional groups are required to make a report to Child Protection where they form a reasonable belief that a child has been or is at risk of significant harm, as a result of physical or sexual abuse, and the child's parents have not protected or are unlikely to protect the child from that abuse:

- Registered medical practitioners
- Nurses including midwives
- Victorian police officers
- Registered teachers and school principals
- Out of home care workers (excluding voluntary foster and kinship carers)
- Early childhood workers
- Youth justice workers
- Registered psychologists
- School counsellors
- People in religious ministry.

As a mandated reporter, Council is legally obliged to:

- make a report to Child Protection if a Teacher or Educator believes on reasonable grounds that a child is in need of protection from physical injury, emotional or sexual abuse
- make the report as soon as practicable after forming that belief
- make a report each time they become aware of any further grounds for their belief.

In addition, any person who believes on reasonable grounds that a child needs protection can make a report to Child Protection. Child Protection will decide when follow up is required and how to classify the report. This may mean providing advice to the reporter, progressing the matter to an investigation, or referring the family to support services in the community, or taking no further action.

More information can be found by clicking here [Child Protection](#)

# Emergency management



Our kindergartens implement an SMS emergency text system to notify parents and staff of emergencies including total fire ban days, emergency incidents and relocation destinations. Please be aware, Emergency SMS will be sent to Parent 1 on your child’s enrolment. Other forms of communication such as social media and email made be used in times of need.

## Kindergarten closures

In the event of High ratings, all services operate as usual.

Macedon Kindergarten will be closed on any days that are declared 'Extreme' or 'Catastrophic' and days declared as 'Total Fire Ban'.

Kindergarten	Location	On Bushfire at Risk Register	Pre-emptive Action			
			Total Fire Ban	High	Extreme	Catastrophic
Macedon Kindergarten	in township, one way access/exit	YES	CLOSED	Open unless specific threat	CLOSED	CLOSED
Kyneton Kindergarten	in township	NO	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Woodend Kindergarten	in township	YES	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Lancefield Kindergarten	in township	YES	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Romsey Kindergarten	in township, attached to MCH	NO	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Riddells Creek Kindergarten	in township, attached to MCH	YES	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Swinburne Avenue Children's Centre (Gisborne)	in township, backs onto grassland	YES	OPEN	Open unless specific threat	Open unless specific threat	CLOSED
Manna Gum Family and Children's Centre (Gisborne)	in township, attached to MCH and EY office	YES	OPEN	Open unless specific threat	Open unless specific threat	CLOSED



# More information

## Gifts

In accordance with Councils Staff Code of Conduct, staff are required to declare, in writing to the CEO, any gifts received valued at over \$30, and multiple gifts from the same source over a 12 month period that add up to \$100. Staff are also unable to accept gifts of monetary nature such as scratchies, money and visa gift cards.

There are times throughout the year where Teachers/Educators may be given gifts by the children in their group as a small token of appreciation. If at any stage you intend on giving a gift to your child's Teacher/Educator please keep this in mind.

For more information about our kindergartens, information, and programs, visit our website at [mrsc.vic.gov.au/kindergarten](http://mrsc.vic.gov.au/kindergarten) or contact the Early Years team.

## Celebrations

To ensure celebrations are appropriate, educators and regional team leaders will consider:

- The context of the service
- Planned activities are appropriate to the development of the children
- Are planned activities/experiences age appropriate
- The event is inclusive and welcoming
- Family/guardians have been consulted
- Children have choice to participate or not participate
- Children had had input
- The event is relevant and meaningful
- It is safe (Risk Management Plan has been completed)
- It is culturally safe and respectful

We respect that not all celebrations will be appropriate for your group or your service. The safety and wellbeing of children will always be our main priority in any celebration or event.

## First Aid Kits

Kindergarten First Aid Kits can be inspected on request. Please speak to your child's Teacher to arrange an inspection.