



# Wallaroo Preschool Centre Policies and Procedures

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This booklet contains our site specific policies. We also follow a number of required Department policies and procedures: You can access them on their website at:

https://www.education.sa.gov.au/department/policies/departmental-policies



# WALLAROO PRESCHOOL CENTRE BEHAVIOUR SUPPORT CODE



#### At Wallaroo Preschool we value:

- Kindness and respect being used consistently, to each other, our educators, ourselves, our environment and our belongings.
- Supporting children's agency which is about recognising that children have a right to make choices and decisions, and are capable of initiating their own learning
- Each individual child and their amazingness, just as they are!

#### Educators promote positive behaviour and interactions by:

- Educators have an understanding of children's development and emotional capabilities.
- We support each child with identifying and understanding their emotions by offering co-regulation and self-regulation strategies.
- Establishing and maintaining relationships with children to instil trust and a sense of security and belonging at our preschool.
- Communicating positively, using positive language and acknowledging and modelling respectful and acceptable behaviour.
- Supporting and educating children about our preschool values through daily discussions.
- Intentionally planning for a welcoming and calming learning environment with provocations to engage and focus children.
- Providing choice and respecting a child's learning preferences and encourage decision making opportunities.
- Welcoming and inviting families and wider community to be involved in Preschool activities and experiences including reciprocal discussions about their child's development and progress.
- Utilise the Common Approach Wellbeing Wheel which provides opportunity within family chats to discuss the holistic importance of children's learning at preschool. This can lead to discussions around children behaviour or development and personal situations that may affect a child's sense of wellbeing and belonging, allowing us to provide targeted support where necessary.
- Encourage regular attendance to preschool and consistency of routines and expectations.

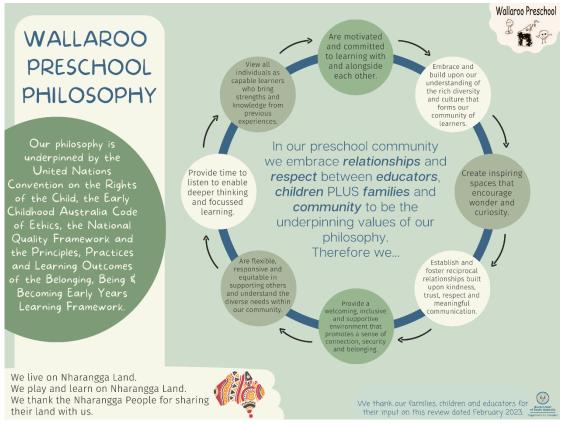
#### Educators will respond to behaviours that pose challenges or safety risks by:

- Reminding children of our values and supporting children to make positive choices with their behaviour using a number of strategies, including but not limited to redirection, modelling positive play choices, scaffolding play, intentional teaching, use of visuals and Key Word Sign (hand gestures).
- Modelling and promoting behaviour that values diversity, respect and inclusion.
- Through our critical reflection and analysis, plan for intentional high impact strategies for supporting children's behaviour.
- Communicating with and involving families at the earliest opportunity to work together positively to assist children's wellbeing and learning.
- Planning, implementing, monitoring, critically reflecting and reviewing individual behaviour plans in partnership with families and support services.
- Accompanying children to an alternative area when they are at risk of hurting themselves or others, ensuring an adult supports them to work through the situation, aiming for positive outcomes for all involved.
- Seek assistance where required from Student Support Services as well as utilising and following procedures of Department for Education and the Regulatory Authority when a significant behaviour or incident occurs.

## Educators will remain informed and up to date on best practice to support children's development by:

- Attending professional learning to build skills, knowledge and confidence in developing a positive approach to behaviour support.
- Access Department for Education training such as Protective Practices and seek recent research around trauma informed practices.
- Allocating a regular time at both staff meetings and before and after preschool sessions to discuss and plan for supporting and maximising children's positive behaviour.
- Regular revision and updating of the Behaviour Support Policy.
- Inducting new educators and volunteers, highlighting the importance of our values and utilising our philosophy to support children's positive behaviour.
- Take part in regular and rigorous self-review and reflection to ensure we are meeting, if not exceeding National Quality Standards, and utilise our curriculum documents in particular the EYLF and the Department for Education Emotional Domain.

#### Our Philosophy:



#### Reviewing the Behaviour Support Code:

This policy will be updated as part of our two year cycle unless the centre requires updating or revising information sooner.

At Wallaroo Preschool we will discuss and review any behaviour which makes any child or adult feel uncomfortable, unsafe or unwelcome.

Signed:

Chairperson – Governing Council

Director – Belinda Petherick

Link to National Quality Standard:

QA1: Educational Program and Practice 1.2.1 Educators are deliberate, purposeful, and thoughtful in their decisions and actions

QA2: Children's Health and Safety

2.1.1 Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
5.1.1 Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
6.2.2 Effective partnerships support children's access, inclusion and participation in the program.

Issue Number: 4 Issue Date: December 2022 Review Date: November 2024



## WALLAROO PRESCHOOL CENTRE EMERGENCY PROCEDURE



Educator who sites the threat will call 'EMERGENCY" and blow ongoing loud long whistle blasts and point to where children need to go. They will also shout the designated location out.

Whistles are located with each regular educator and at each inside exit.

Educator who sites the threat will call 'EMERGENCY" and blow ongoing loud short whistle blasts and point to where children need to go. They will also shout the designated location out.

If threat is a SNAKE, the educator will NOT use whistle to avoid children running over snake. Instead, they will call for another educator to direct children to a safe place and watch snake until help arrives.

#### **Evacuation**

# An evacuation will occur when conditions in the preschool building and grounds are deemed to be unsafe by educators.

#### **Inside educators:**

- 1. Direct inside children to assembly point as designated via safe exit point/route. (Back double gate, side gate by swings or out front door).
- 2. Collect sign in folder (including a summary sheet of emergency contacts).
- 3. Collect a mobile phone
- 4. Collect medication baskets & medical book.
- 5. Check toilets, office, parent room & small room and close doors before joining children at designated assembly point.

#### **Outside educators:**

- 1. Direct all outside children to designated assembly point and stand with them.
- 2. Check all outside areas are clear (including cubby, forest, veggie garden). Join children and educators at designated meeting point.

\*Walk to the Star of the Sea if instructed by the responsible person.

#### Invacuation

An invacuation will occur when conditions outside the kindergarten building are deemed to be unsafe by educators.

#### **Inside educators:**

- Direct inside children to the designated invacuation point (middle of carpet area or bathroom). Reassure children and keep them calm.
- 2. Check toilets, office, parent room & small room.
- **3.** Collect sign in folder (including a summary sheet of emergency contacts).
- 4. Collect a mobile phone and site phone.
- Collect medication baskets on top of fridge & medical book.
- Close blinds.
- **7.** After all adults and children inside, ensure all doors are closed and locked.

#### **Outside educators:**

- Direct all outside children in through the safest route (back or front doors) to the designated area
- 2. Check all outside areas are clear (including cubby, forest, fort, veggie garden). Join children and educators inside.
- 3. Lock the doors once everyone is inside.

\*One educator may be required to monitor and keep the hazard in sight (eg snake).

Once assembled in designated location, call the roll including educators, visitors and contractors.

## In an Emergency Dial 000

**<u>Documentation:</u>** Follow Department and NQS protocols as required.

Communicate with families in a timely manner regarding any incidents or ASAP if a situation has escalated to a point where children are at risk or need immediate collection.

Signed

<u>Regular action and review</u>: Children and educators will practise both inside and outside emergency scenarios at least twice per term (approximately weeks 3 & 8) with educators reflecting on this regularly. In addition, preschool will endeavour to liaise with our local community and emergency services in regards to visits to our preschool throughout the year.

Signed:

Chairperson – Governing Council

Director – Belinda Petherick

**Link to National Quality Standard:** QA2: Children's Health and Safety

2.2.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

#### **EVACUATION DIAGRAM** You are 5.10 14.28 here Store VERANDAH JONES STREET Shed 0.10 2.82 Alternate Lockers Parent 3.03 INVACUATION Small Room **EXIT** Assembly Area Room 1.75 Adult EXIT toilet INVACUATION Assembly Area Small Building Office View Main North Room Office **EXIT** 11.45 0.29 **LEGEND ELIZABETH STREET** Fire Blanket VERANDAH ABE Fire Extinguisher 5.70 0.29 First Aid Kits Emergency Aid Kits EVACUATION Assembly Area JONES STREET Wallaroo Preschool Centre EXIT 11 Elizabeth Street (Double gates) Wallaroo 5556 **EXIT** front yard) Published March 2022 ELIZABETH STREET Site/Yard Review March 2027 **EXIT** View Issue 6 Front Kindy Yard Building Cubbyhous EVACUATION Assembly Area EXIT Shed DECK front yard) Walk to Star of the Sea Nursing CM12-12-6 Swings Shade Structure Home for refuge Elizabeth St Elizabeth St

## **Emergency Response Plan**

Should a child display symptoms of anaphylaxis the following steps will be taken to the ensure safety of all children and adults at the service.

Child identified with symptoms of anaphylaxis.

- 1. Alert team of educators there is an incident involving a child. Utilise 'emergency' visual lanyard to pass to a nearby responsible child and use whistle to alert another educator.
- 2. Two educators to be identified to support this child. (Director/Responsible person plus ECW)
- Lay or sit child down in a safe space out of elements if possible while other educator brings first aid bag with adrenaline autoinjector and ACSIA Action Plan. \*\*KEPT ON FRIDGE IN FIRST AID BASKET\*\*
- 4. Administer adrenaline autoinjector after checking date, clear canister etc. take note of time administered. Keep autoinjector with child to transport to hospital
- 5. Ring 000 ECW be ready to meet ambulance and meet at front door.
- 6. Rest of team will continue to support and comfort other children...careful eye to children who witnessed the event and/or seem distressed.
- 7. Monitor child and follow advice from 000 including being ready to commence CPR should child become unresponsive and not breathing effectively.
- 8. Contact family/ emergency contacts
- 9. Should family not be able to be contacted an educator will transport with child to hospital
- 10. Documentation of administration should be completed and signed by family
- 11. Incident to be communicated with all families for follow up support if needed.
- 12. Director to follow up with IRMS, alerting Educator Director and Regulatory Authority.
- 13. Debrief session to be held for all persons involved. Consider EAP services/referral for individuals
- 14. Plan to be reviewed post any event including near miss incidents
- Should autoinjector be used for an emergency, the adrenaline autoinjectors will be replaced by a delegated person as soon as practicable after use, when the integrity of the medication is compromised, or before expiry from a nearby pharmacy.
- In the event there is another incident prior to replacement, educators will call 000 immediately and prepare for necessary first aid/CPR.

Auto-injector to go on all whole group excursions

\*\*\*Beach kindy/local walks experiences with small groups auto-injector to stay on-site\*\*

Anaphylaxis Emergency Response Plan to be practised during weeks 3 and 8 alongside other emergency procedure scenario.

General use adrenaline auto-injector information for parents and legal guardians to be distributed to all families on enrolment.

Anaphylaxis risk assessment to be done every 12 months

Anaphylaxis autoinjector audit to be completed every 6 months

Anaphylaxis response to be considered for all risk benefit assessments for all experiences outside preschool

## Date reviewed: June 2023

By Belinda Petherick (Director)

Review due June 2024



## WALLAROO PRESCHOOL CENTRE HEAD LICE PROCEDURE



#### What are head lice?

- Head lice are small parasitic insects that live close to the human scalp. Head lice are pests but rarely pose a threat to health.
- Adults are called lice and their eggs are called nits.
- Outbreaks of head lice are common in children in schools and institutions everywhere. They infest people of all socio-economic positions and age groups.
- Female lice lay their eggs (nits) and glue them to the base of the hair shaft. They are small and a pale cream/yellow colour. Eggs hatch in 7-10 days into a nymph that will grow into an adult louse within two weeks.
- Outbreaks can be minimised if parents and guardians regularly check children for head lice and follow the recommended treatment methods if active lice are found.

#### The facts are that...

- Head lice do not fly, jump, hop or swim they spread by head-to-head contact by crawling.
- Lice don't care about hair colour or hair type and love both clean and dirty hair.
- A Head lice do not prefer a particular blood group.
- Head lice do not live for long on animals, bedding, furniture, carpets, clothes or soft toys.
  - \*Information from <a href="https://www.sahealth.sa.gov.au/headlice">https://www.sahealth.sa.gov.au/headlice</a>

To minimise the spread of head lice the following procedure has been developed:

#### **Educators will:**

- Provide all families with our preschool policies at time of enrolment and further information when necessary throughout year.
- Inform and provide treatment information to families when someone at the centre has head lice and remind them of the importance of checking their own children's/family's hair.
- Reduce head-to-head contact between children and adults when they are aware that someone has head lice.
- Not single out or isolate individual children.
- Contact individual parent/caregivers to arrange for the child to be treated as soon as possible before returning to preschool.

#### Parent/caregivers will:

- Follow SA Health guidelines to treat for head lice.
- Check their child's and family members hair regularly (daily during an outbreak) for lice and nits and inform the preschool if they find head lice in their child's hair.
- Treat their child's head lice in accordance with treatment information provided.
- No treatment kills all nits. Hair must be re-treated after 7 to 10 days to kill any head lice that may have hatched from nits that survived the first chemical treatment or re-treat daily if choosing the conditioner method of treatment
- Continue the treatment cycle until there has been 10 days without any evidence of lice or eggs.
- Ensure their child does not attend the centre with untreated head lice. Children can return once effective treatment has commenced. Educators may ask and check whether the child has been treated adequately on return.

Signed:

Chairperson - Governing Council

Director - Belinda Petherick

Bosethena

Link to National Quality Standard:

QA2: Children's Health and Safety
2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.

Issue Number: 4 Issue Date: June 2022 Review Date: June 2024



Signed:

Wallaroo Preschool Chairperson

## WALLAROO PRESCHOOL CENTRE INCLEMENT WEATHER POLICY



Inclement weather can affect everyday activities and comes in many forms. Inclement weather includes: extreme high temperatures, high UV levels, heavy rain, hail and snow, strong winds, severe dust or electrical storm, flooding.

https://edi.sa.edu.au/the-department/policies/departmental-policies-a-z

On days of inclement weather conditions, learning experiences at Wallaroo Preschool Centre will be modified as necessary to ensure the *wellbeing* and *safety* of all children and educators. This includes learning experiences at preschool and also any local walks or excursions such as Beach Kindy.

Exploring non-inclement weather is vital for children's development of awareness and senses. Children have access to rain jackets, waterproof onesies and gum boots for rainy day learning and families are encouraged to send children in weather appropriate clothing with multiple changes of clothes.

#### **Educators will:**

- Monitor weather forecasts, warnings and changing conditions, identifying and risk assessing any potential concerns. Use BOM and Sunsmart app for information.
- Consider and discuss the health and safety risks with children and the team before undertaking outdoor learning experiences with the discussion documented.
- Ensure learning experiences are set up in appropriate locations for the weather, such as utilising shade for high UV or high temperatures, or shelter for wind and storms. Precaution will be taken regarding spaces under large gum trees during periods of inclement weather.
- Complete the "Daily Playground Inspection" and look out for debris such as; leaves, branches or rubbish that may pose a slip or trip hazard, damaged tree limbs that may fall, wet floors or climbing areas. Monitor learning spaces and identify hazards or using visual signs, or equipment if unable to remove.
- Ensure clean cool water is readily available for children to access and encourage children to refill water bottles. (reworded)
- Ensure cooling or heating appliances such as air conditioners, fans and heating are utilised as necessary and turned on early in the day to ensure the building reaches and maintains an optimal safe learning temperature. Appropriate ventilation such as windows open will keep our learning environment safe unless outside conditions
- Support children to identify their body's feeling and temperature and to dress and hydrate accordingly, prevent conditions such as heat exhaustion or hypo/hyperthermia.

Erethend

Wallaroo Preschool Director- Belinda Petherick

Link to National Quality Standard:
QA2: Children's Health and Safety
2.2.2 Plans to effectively manage incidents and emergencies are developed
in consultation with relevant authorities, practiced and implemented.

BAD WEATHER,

CLOTHING .

Version 4 Date issued: May 2022 Review date: May 2024



## WALLAROO PRESCHOOL CENTRE COMPLAINT MANAGEMENT POLICY



At Wallaroo Preschool we support all children, educators, parents and community members to raise any issues or concerns that may affect their learning or general wellbeing. We have the responsibility to listen to and manage any grievances and deal with them in an appropriate manner.

A concern that is raised may seem like a complaint at first, but it might be an enquiry or feedback.

The procedure to follow in addressing a grievance is, in the first instance, to approach the person with whom you have the grievance. The following is a set of guidelines you may wish to consider. It is important that these grievances are kept CONFIDENTIAL.

#### Step 1:

Make contact with the original decision maker or educator involved to discuss the matter and raise your concerns directly.

#### Step 2:

If there is no resolution, you may approach the Preschool Director or delegated educator asking them for assistance in the matter.

#### Step 3:

If you are not satisfied that your concern has not been addressed at a preschool level you may contact the Customer Feedback Unit on 1800 677 435 or CFU online <a href="https://www.education.sa.gov.au/department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaint-department/feedback-and-complaints/raising-complaints/

#### Step 4:

Call SA Ombudsman 1800 182 150

#### The Director and Educators of the centre have the responsibility to:

- 🖄 Listen to concerns and treat families with respect and kindness.
- Record complaints if they cannot be resolved with a verbal conversation via IRMS.
- Monitor and evaluate practices regularly following the department's policies and procedures.

#### Families have the responsibility to

Be respectful and courteous to preschool educators, to their children and to each other; offensive language, behaviour and demands will not be tolerated.

#### Steps for raising your complaint



Signed:

Chairperson, Governing Council – Amber Moyle

Directors, Wallaroo Preschool Centre Belinda Petherick Ashleigh Higgins

Issue Date: December 2023 Review Date: August 2025

Issue Number: 5



### Wallaroo Preschool WALLAROO PRESCHOOL CENTRE **SUNSMART POLICY**

For further information and to download the SunSmart app please visit www.cancersa.org.au



Enacted each day, on or off site, when UV level is 3 and above (In South Australia this is generally every day between August and May).

UV radiation is the part of sunlight that causes sunburn and skin damage, and leads to premature aging and skin cancer. The best way to know when you need to use sun protection is to use the UV index. UV levels of 3 and above can cause damage to the skin and eyes and increase your risk of skin cancer. For best sun protection, it is recommended to use a combination of Slip on sun protective clothing, Slop on SPF30 or above sunscreen or higher, Slap on a broad-brim or bucket hat, Seek shade and Slide on wrap around sunglasses. The purpose of this policy is to ensure that all children and adults are protected, as much as possible, from skin damage caused by sun exposure. \*Information from www.cancersa.org.au.

#### Parents and Caregivers will:

Check the **UV level** daily on the SunSmart app or front whiteboard at preschool.

Slip: Clothe their children in protective/appropriate clothing - shirts or tops with sleeves are required and collars are recommended for best protection. Singlet or midriff tops are not appropriate.

Slop: Support their child to apply SPF 30 or above (minimum) Broad Spectrum water resistant sunscreen before coming to Preschool, or on arrival. Preschool has sunscreen available for families to access in the morning if needed.

Slap: Provide a named broad brim, bucket or legionnaire style hat every day. Hats in an approved style are available for purchase at the Preschool. Caps are not appropriate for preschool.

Regularly wash your child's hat.

Slide: Provide approved sunglasses for your child that meeting Australia Standard 1067 with lens category 2,3 or 4) Slip, Slop, Slap, Seek, Slide: Be a good role model for the children and wear hats, sunscreen and protective clothing yourselves. This is particularly important when attending kindy events, participating in walks with us and volunteering to attend excursions.

Send at least one full change of sun safe and weather appropriate clothing in their child's bag each day. Inform educators of any allergies/sensitivities their child may have to sunscreen on their enrolment form and provide a named alternative if necessary.

#### **Educators and volunteers at Preschool will:**

Check the daily sun protection times on the BOM website or SunSmart app each day to support the implementation of sun protection at the centre and display for families. UV levels be monitored all year to determine whether sun protection is required.

Take extra care during the peak UV radiation times of the day by scheduling outdoor activities outside of these times, where possible, or in the shade.

Incorporate sun protection into learning conversations and planned experiences with the children.

Slip, Slop, Slap, Seek, Slide: meet WHS requirements and to be a good role model for the children by wearing hats, sunglasses, sunscreen and appropriate clothing and seeking shade for outdoor learning and experiences.

**Slap:** Ensure children wear an appropriate style of hat whilst outdoors.

Offer children who do not have their hat or appropriate clothing a spare hat or clothing from Kindy when available. Re-direct children inside or into appropriate shaded areas if they don't have a suitable hat or clothes at Preschool.

Slide: Encourage children to wear their approved sunglasses (if provided)

**Slop**: Support children to re-apply their sunscreen in the middle of our preschool day (after two hours), respecting individual children's rights and providing additional support as required. (reapply more frequently when exposure outdoors is longer than two hours)

Keep a supply of in date SPF 30 or above (minimum) broad spectrum, water resistant, sunscreen stored appropriately at the centre for staff and children use.

Seek: Plan for and re-evaluate learning experiences with consideration of the UV level and weather conditions and actively use available shade for experiences when the UV level is 3 and above.

Slap

Seek

Slide

Regularly promote SunSmart behaviour to the centre community via newsletters and displays and ensure families are informed of the policy on enrolment.

Review this policy every two years. When UV is 3 or above be SunSmart

QA2: Children's Health and Safety 2.1.1 Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.

2.2.1 At all times, reasonable precautions and adequate supervision

Issue Date: March 2023

Slop

Director- Wallaroo Preschool Centre Review Date: June 2025

Chairperson- Governing Council

Issue Number: 7



## WALLAROO PRESCHOOL CENTRE FOOD POLICY



This policy aims to create a safe and empowering preschool food environment that supports children to become confident, adventurous eaters who have a positive relationship with food and their bodies.

At Wallaroo Preschool, we follow the *Division of Responsibility in Feeding*. This is an evidence-based approach to help your child maintain a lifelong skill of listening to their hunger and fullness cues, and develop a positive relationship with all foods.

We provide regular opportunities to eat during preschool hours. When parents or caregivers pack something then we trust that you are happy for your child to eat some or all of it, depending on how hungry they are that day. With the right support, children are good at regulating their own food intake. At Wallaroo Preschool, we don't force children to eat a particular food, or particular amounts of food. During preschool eating times educators will support your child to listen to their body and eat enough to be full.

For further information on this approach please follow the link: <a href="https://mealtimes.com.au/schools/evidence/">https://mealtimes.com.au/schools/evidence/</a>

#### **Overall Aims**

#### For all children to:

- o Enjoy a variety of foods.
- o Grow as their body is meant to.
- Choose happily from what is provided in their lunchbox at eating times.
- Trust their own hunger and eat as much as they need to be full.
- **o** Be free from feelings of guilt, shame or fear around food.
- Feel confident to try new foods, in their own time.

#### **PLEASE NOTE:**

\*We are an <u>allergy aware</u> preschool. As necessary, families will be advised of any risk minimisation strategies we need to implement. This may include requesting that specific food products not be sent in lunchboxes.



#### 2024 is NO NUTS -child with severe anaphylactic nut allergy

\*Educators are unable to reheat food for children at Preschool inline with NQF and WHS Regulations. If you send leftovers for lunch, please ensure your child will eat them cold or consider a thermos with a preheated lunch.

#### Preschool Educators will:

- o Be aware of children with specific dietary requirements or allergies and how these are managed.
- Trust parents and caregivers to provide appropriate foods for their children.
- o Trust children to choose what to eat from the foods provided at eating times.
- o Trust children to eat as much as they need to be full, in whatever order they choose.
- Refrain from restricting or encouraging particular foods and never comment on the contents of a child's lunchbox in their presence.
- o Refrain from classifying foods as 'good' and 'bad', and speak neutrally about food. This means avoiding terms like 'healthy' or 'everyday' foods, and 'unhealthy' or 'sometimes' foods. Refer to foods by its actual name. A sandwich is a sandwich, a muffin is a muffin, an apple is an apple. There is room for all foods in a healthy diet.
- Create a safe eating environment at preschool.
- o Model positive attitudes towards food, health and bodies and protect children from food and body shaming, nutrition misinformation and diet-talk
- Support children to recognise and communicate their body needs (e.g. hunger or thirst) and respond to children's cues for hunger and sense of fullness after eating. EYLF V2.0
- Sharing information via our newsletter, brochures, Facebook group and conversations around how to support children's eating.
- Allow opportunities for children to participate in growing, harvesting and preparing foods through gardening and cooking experiences.

#### Parent and Caregivers responsibilities:

- o Inform Preschool Director's of your child's food allergies or special food requirements as they arise.
- Provide a range of ample food choices for your child to have at Preschool, to eat in whichever order they choose.
- o Parents and caregivers are encouraged to provide a range of core foods including grains, fruit, vegetables, dairy and other protein foods (like meat, fish, eggs, beans, tofu, nuts and seeds), educators will assume that all foods provided are safe and appropriate for your child.
- o Send two separate food boxes.
  - ✓ Morning food: Clearly named and placed in our esky.
  - ✓ Lunch: Clearly named and placed into our <u>fridge</u>.
- o Send only water to Preschool in a labelled bottle each day.
- Where possible send foods in reusable containers for environmental sustainability.
- Encourage your child to be involved with unpacking their water bottle and food boxes each day and take home all containers, including water bottles to wash daily.
- o Role model confident, adventurous eating at home and demonstrate body respect.
- o Trust their child to eat freely and trust educators to support their child with this.

#### At Wallaroo Preschool this looks like:

At preschool your child will have both **morning food** and **lunch**. Families are asked to provide food for both of these meal times in separate, named containers.

#### **Morning Food**

At preschool, children eat their morning food at a time that suits them, when they recognise they are hungry. This supports them to develop independence and responsibility and it prevents disruption in their very valuable learning time. We have a designated eating place, which is supervised by our educators.

#### **Lunch time**

Lunch time is usually around 12pm and all children sit down to eat, together with their educators. Shared mealtimes are a great opportunity to connect socially with one another. This is a positive and supportive environment where we are able to engage in conversations about a variety of topics.

We provide a clean, designated eating area and ensure children remain seated whilst eating.

Children are reminded and supported to wash their hands thoroughly before eating both their morning food and lunch.

We can cut up food (if needed) and support children to learn to open their own foods with increasing independence.

A recycle, rubbish and compost/worms scrap bucket will be provided and children are encouraged to notice and place their scraps in the correct bucket.

Educators will participate in the meal break by eating their own food with the children, where practical.

Children always have access to fresh clean drinking water and assistance is offered to refill their water bottles throughout the day.

#### You will hear our educators using empowering language when speaking with children, such as:

- You are the boss of your body. Eat enough to make your tummy feel full.
- If your grown-up has packed it then it's safe for you to eat.
- o Different kids have different lunches. Your grown up is in charge of what you bring.

Thank you in advance for your support of this policy.

Signed: ASUM

Chairperson- Governing Council

Director- Violaroo Preschool Centre

Link to National Quality Standard:

QA1: Educational Program and Practice

1.1.3 All aspects of the program, including routines, are organized in ways that maximise opportunities for each child's learning.

QA2: Children's Health and Safety

2.1.3 Healthy eating and physical activity are promoted and appropriate for each child

QA3: Physical Environment

3.2.3 The service cares for the environment and supports children to become environmentally responsible

QA6: Collaborative partnerships with families and communities

6.1.2 The expertise, culture, values and beliefs of families are respected and families share in decision making about their child's learning and wellbeing.

Issue Number: 13

Issue Date: May 2023

References: EYLF V2.0, DfE Asthma and Anaphylaxis procedure, Dr Kyla School Mealtimes <a href="www.mealtimes.com.au/schools">www.mealtimes.com.au/schools</a>



## WALLAROO PRESCHOOL CENTRE FACEBOOK GUIDELINES



The Wallaroo Preschool Centre has:

A private/closed group; A public page; A playgroup group.

To ensure the online safety of all our young people and families, any member of our Wallaroo Preschool Centre Facebook groups or pages must agree to abide by the Department for Education Social Media for Schools and Preschools Policy which can be accessed by the following link:

https://edi.sa.edu.au/library/document-library/controlled-policies/social-media-for-schools-and-preschools-policy

The Director/s of Wallaroo Preschool Centre will be the Administrator for all Facebook profiles and may add other people at their discretion.

#### **Wallaroo Preschool Centre Public Page**

- The general public may 'like' and 'follow' this page.
- It is used to promote our preschool to the wider community and share relevant local information or community events that may be of interest to our followers.
- Photographs will not identify children's faces or names unless written consent is signed by the individual child's family.

#### **Closed Group: Wallaroo Preschool Families Group**

The Administrator at their discretion may only approve the following people to become members;

- Rarents/Guardians of children currently enrolled at Wallaroo Preschool Centre
- Regular caregivers of children currently enrolled at Wallaroo Preschool Centre
- 🛠 Staff of the Wallaroo Preschool Centre
- Appropriate Department for Education Staff.
- Where relevant, approved volunteers and/or student teachers of the Preschool with DHS Working With Children Checks (WWCC).

A new closed group will be created each year by the Director to ensure privacy is maintained.

#### **Guidelines for users of the Wallaroo Preschool Family Group:**

- Only administrators post to this page.
- No photographs are to be tagged, any tagging will be removed by the Administrator.
- Photographs that are posted on this page are not to be shared or re-posted to any other page or personal profile. All comments will be monitored by the Facebook group administrators.
- Any member posting anything deemed inappropriate will be removed from the page.

#### Wallaroo Preschool Centre Governing Council Messenger Chat Group

This chat group is initiated at the discretion of the director/s, at the formation of each year's Governing Council Committee. Members of the Governing Council will be invited to this group as a communication method between members. Only current Governing Council members or staff may join. This group will be deleted and a new group created each year.

#### Wallaroo Preschool Playgroup Group

The general public may 'request to join' this group and will be asked to answer membership questions to deem suitability of their membership. Administrators may seek further clarification if required.

Approved members will be those who attend or intend to attend our playgroup with an eligible child/children.

Members may post in this group and all posts are monitored by group administrators.

Signature: Chairperson

Directors

Link o National Quality Standard: QA6: Children's Health and Safety ort porenting and family wellbeing.

6.2.1 Current information is available to families about the service and relevant community services and resources to support parenting and family wellbein 6.2.3 The service builds relationships and engages with its community.

Issue: 6 Date March 2023 Review Date: March 2025