**1. Behaviour Management Policy**

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| * Children are encouraged to accept basic rules that respect each other’s safety and feelings, and to care for their physical environment * Should a child not follow the basic rules, the teacher will seek to positively state the way the child should behave and redirect the child to an appropriate activity * At no time will the use of smacking or negative reprimand be tolerated * Time-out behavior management will only be used at the discretion of the Teacher in Charge, in extreme cases, and in consultation with the parent/caregiver |

**2. Complaints Procedure**

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| * Children are encouraged to accept basic rules that respect each other’s safety and feelings, and to care for their physical environment * Should a child not follow the basic rules, the teacher will seek to positively state the way the child should behave and redirect the child to an appropriate activity * At no time will the use of smacking or negative reprimand be tolerated * Time-out behavior management will only be used at the discretion of the Teacher in Charge, in extreme cases, and in consultation with the parent/caregiver |

**3. Cultural Inclusion Policy**

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| * Inner North Playschool does not at any time discriminate against children of diverse cultural background * Inner North Playschool includes children of all denominations, religions and spiritual backgrounds * Inner North Playschool implements the inclusion of ALL children through example and by educating ALL about the world around them through storytelling, excursions, guest speakers, role-playing, show-and-tell, discussion and by openly accepting and teaching about the various relevant differences |

**4. Disability Inclusion Policy**

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| * Inner North Playschool does not at any time discriminate against children who may have a disability * Inner North Playschool implements the inclusion of ALL children who may have a disability through example and by educating ALL about disabilities and what it means through storytelling, guest speakers, excursions, role-playing, show and tell, discussion and by openly accepting and teaching about various disabilities. * Inner North Playschool is happy to include children who have physical disabilities, such as being restricted to a wheelchair, if the ACT Government are prepared to approve and finance building updates such as ramps, wheelchair accessibility and disabled toilets etc. |

**5. Equipment Purchases, Renovation, Maintenance and Repair Policy**

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| * All requests for maintenance and repairs to the Playschool building must be referred to the Teacher in Charge who will raise it with the Committee * If any projects, maintenance or report require the closure of the Playschool or relocation then Children’s Policy and Regulation must be notified * To ensure that Inner North Playschool continues to comply with licensing requirements, any project, renovation, maintenance, repairs or equipment purchases should be brought to the attention of the Playschool Children’s Services Advisor for him/her to make a determination as to whether they need to attend the premises and ensure compliance |

**6. Excursion Policy**

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| * Parents/caregivers must be notified of all excursions and MUST sign the excursion attendance notice for giving their child permission to attend the excursion * It is the responsibility of the Teacher in Charge to ensure that there is 1:4 child/adult ratio while on excursion |

**7. Fee policy**

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| * Fees cover the Teacher in charge, Assistant Teacher and relief teacher salary, hire of venue, insurance, craft and other activities. Prompt payment of fees is required for the smooth running of Inner North Playschool * As the Inner North Playschool is a not for profit, community based organisation, parents and caregivers are required to volunteer time in committee positions, participate in fundraising, be available for rostered help in classroom each term in addition to paying fees. * At a minimum, each family is to volunteer one to two times per term for in-class assistance to the Teacher and Assistant Teacher * Fees are due on the third week of term. This will hold the child's place for that term. If payment is not made within the first three weeks of term and no prior arrangements are made with the Committee, a child's place will not be held (at the discretion of the committee). * If a family needs to remove their child/ren from the Inner North Playschool, the Playschool requires three weeks notice. (During this period the child does not need to attend the Playschool, but fees do need to be paid). Any fees which have been paid beyond this three-week period will be refunded. * Fees are currently set at $45 per session for children attending both sessions a week, and should be reviewed annually * Should a family have difficulty paying fees they may apply to the Committee for assistance. This assistance is provided at the discretion of the Committee and under the terms which are agreeable to both parties * Fees are calculated to be as low as possible after covering all fixed expenses and estimated variable expenses and to provide a small cushion to cover unexpected costs * Each year's Committee may, at its discretion, increase its fees if necessary for the current year, or for the incoming year * At the discretion of the Committee, fees may be reduced if financial hardship can be proven |

**8. Fire Safety Policy**

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| * The Teacher in Charge will be fully instructed in the procedures to follow in the case of a fire (see plan) * A fire drill will be carried out at least annually * The ACT fire brigade will test, inspect and approve the premises at least annually * Fire extinguishers must be tested and inspected annually * The ACT Fire Brigade will compile a Fire Safety Report at least annually |

**9. Health and Hygiene Policy**

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| * At the Inner North Playschool reasonable and universally accepted standard procedures will be used to encourage hygiene and good health * Children wash their hands upon arrival at the Inner North Playschool and after toilet use * Hand towels are provided; these are washed weekly by the roster parent * Toilets, bathroom, basins, benches and floors must be thoroughly cleaned before vacating the premises * A thorough cleaning of all toys, equipment and surfaces is complete at the end of each school year * Hats should not be placed in a communal basket so as to eliminate the risk of transferring head lice * Each child is encouraged to bring water and healthy food * Parents/caregivers should notify Inner North Playschool if their child has been diagnosed with an excludable disease and if there is a possibility that they attended the Playschool while they were infectious. The Playschool may inform other families of the possibility of cross infection * An excludable disease is any disease which is likely to be contagious in a Playschool setting * Symptoms of excludable diseases include but are not limited to:   + fever, sore throat, rash, vomiting, diarrhea, earache, red eyes or eye discharge, irritability, or confusion * If a student exhibits any of these symptoms, the Teacher may decide to exclude the child and contact the parent/caregiver and request they pick up their sick child. It is expected that the parent/caregiver would come immediately if contacted for this purpose * Exclusion periods for common diseases can be found in the current ACT Act Public Health Regulation 2000 (R 15) Schedule 1. This can be found at: *http://www.legislation.act.gov.au/sl/2000-1/default.asp* |

**10. Immunisation Policy**

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| * There are no specific ACT Department of Education policies and procedures for the enrolment of children in Playschools in the ACT * All ACT playschools are autonomous and operate under their own rules and guidelines on the matter of enrolments * Children attending the Inner North Playschool MUST be fully immunised for their age. This is to protect themselves, the other enrolled children and their siblings, the teachers and rostered staff * Children who are not immunised or who are only partially immunised cannot be enroled * At the time of enrolment, parents/caregivers must show their child’s immunisation history (or provide photocopies) to the Secretary/Enrolment Officer. |

**11. Safety/Accident/Incident Policy**

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| * The Assistant Teacher is responsible for checking the grounds and equipment before every session for dangerous objects and for general safeness and security * Repairs and maintenance to the building and equipment must be reported to the playschool staff * Outside authorities such as the Fire Safety Brigade and Playschool Advisor from Children’s Policy and Regulation will conduct tests and inspections annually * When children are playing outside on the outdoor equipment the Teacher in Charge or the Assistant Teacher MUST be on outside duty at all times * The Teacher in Charge and/or the Assistant Teacher must hold a current first aid certificate * The Teacher in Charge or the Assistant Teacher must stay with the patient at all times * At the end of the session the Teacher in Charge is required to complete an Accident Report Form, found in the Accident Report Folder * The parent/caregiver must be notified and sign the Accident book/form * If the child has to attend the doctor, dentist or hospital as a result of the accident/incident occurring at playschool, Children’s Policy and Regulation must be notified * Parents/caregivers must sign their children in to Inner North Playschool and provide a contact telephone number; they must sign them out again then they are collected * Children cannot be released into the care of any person unless Inner North Playschool has received specific permission * If a child is not collected within 15 minutes of the session ending, the Teacher in Charge must attempt to contact the parent/caregiver; if contact cannot be made, the Teacher in Charge must call the Police or Family Services; Children must not be left unattended * All visitors to the Playschool should be treated with caution until their identity and intention is clearly established; any visitor who cannot explain their presence satisfactorily will be asked to leave |