



# Kinderlea 3 Year Old Preschool

3 Coleman Road, Wantirna South, 3152 – Phone: 9298 9300

Lic No. SE-00015997 - Reg No. A0026680D - ABN 32 589 076 049

Kinderlea 3 Year Old Preschool holds a Limited Hours Type 2 Licence and is therefore guided by the Children's Services Act 1996 (Authorised Version incorporating amendments as at 1 July 2012) and the Children's Services Regulations 2009 (Authorised Version incorporating amendments as at 1 March 2016).

The Committee of Management, as the Licencee, and the Educators adhere to policies and procedures as listed in Regulation 41 of the Children's Services Regulations (CSR). Some of our policies and procedures may also reference Education and Care Services National Regulations (ECSNR). Where these regulations note the Approved Provider this refers to the Licencee of Kinderlea, and where the Nominated Supervisor, Certified Supervisors and Staff are noted, this refers to the Educators of Kinderlea. As a general rule, National Regulations meet and exceed the regulatory requirements for Kinderlea, and where referenced, have been done in our aim to ensure best possible practice.

Policy and Procedure		Children's Services Regulations 2009
Enrolment and Orientation Policy		41 (a) admission requirements and enrolment procedures;
Fees Policy		41 (b) arrangements for the payment of fees;
Staffing Policy		41 (c) the policy of the service with respect to the employment of qualified staff;
Curriculum Policy		41 (d) the educational or recreational programs provided for children cared for or educated by the service;
Interaction with Children Policy		41 (e) the policy of the service with respect to behaviour management;
Delivery and Collection of Children Policy		41 (f) arrangements for the delivery and collection of children;
Administration of First Aid Policy		41 (g) procedures for dealing with illness and emergency care;
Dealing with Medical Conditions Policy		
Administration of Medication Policy		
Asthma Policy		
Dealing with Infectious Disease Policy		41 (h) procedures for dealing with infectious disease;
Complaints and Grievance Policy		41 (i) provision for dealing with complaints;
Anaphylaxis Management Policy		41 (j) the anaphylaxis management policy.
Code of Conduct Policy		
Sun Protection Policy		