



Community Child and Family Centre

Parent Handbook 2019

Contents

Welcome	4
About EACH	4
Child Safe Commitment Statement	4
Child Safe Principles	4
Objective	4
EACH Child Philosophy	5
Centre Information	5
Days Closed:	5
Staffing and Employment.....	6
Enrolment Information	6
Orientation.....	6
Immunisation	7
Daily Arrival and Departure.....	7
Late Pick Up of Children	7
Child is Not Picked up before 6.15pm.....	7
Cancellation or Alteration of Booking.....	8
Parenting Responsibility / Shared Parenting Responsibility	8
Child Care Subsidy	8
For more information about this process visit education.gov.au/childcare	9
Childcare Fees	9
Priority of Access.....	9
Communication.....	9
Kindergarten	10
Privacy, Confidentiality and Security	10
Policies and Procedures	10
Partnerships with Family.....	10
Independent Toileting	11
Toys from Home	11
Food from Home	11
Celebrations	11
Clothing.....	11
Nutrition.....	12
Child Safe Policy	12

Child Safety Guidelines	12
Protection from Harm or Abuse	12
Child Supervision.....	12
Medical Conditions/Allergies - Parent Obligations.....	13
Notifying Parents or Emergency Contact Persons when an Illness is Present	13
Health & Safety	13
Sun Smart	13
Extreme Temperatures.....	13
Safe Sleeping	14
Rest.....	14
Allergies	14
No Smoking.....	14
Water Safety.....	14
Environment	14
Fire and Evacuation.....	14
Authorised People in Childcare Rooms	14
Health Management	15
Program Development and Implementation.....	15
Program Planning.....	15
EACH Health and Wellbeing Services Co-Located on Site.....	16
Speech Pathology Screening	16
Oral Health Screening	17
Occupational Therapy Screening.....	17
Art Therapy.....	17
Counselling and Family Support.....	17
Family Relationship Centre.....	18
Compliments, Comments and Complaints.....	18

Welcome

EACH Child Community and Family Centre (EACH Child) welcomes families to our centre. We plan the care with parents so that every child and family is responded to individually acknowledging that children and that families all have individual needs.

About EACH

EACH's vision is for a healthy and inclusive community. Founded on the vision that everyone is entitled to good health, EACH is one of the nation's leading health and community service providers, offering a broad range of services for over 40 years. Services include Health and Wellbeing, Mental Health, NDIS, Counselling, Support for Older Australians and Family Services. [About EACH policies-and-statements](#) Learn more at www.each.com.au

Child Safe Commitment Statement

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of clients or carers. The welfare of children and young people will always be our priority. We aim to create a child safe and child friendly environment where all children are valued and heard, are safe and protected.

Child Safe Principles

These principles guide the child safe culture at EACH:

- Take a preventative, proactive and participatory approach to child safety.
- Implement child safety procedures which support ongoing assessment and mitigation of risk.
- Value and empower children to participate in decisions which affect their lives.
- Respect diversity in cultures while keeping child safety paramount.
- Provide written guidance on appropriate conduct and behaviours towards children.
- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development.
- Provide ongoing professional development to support a complete understanding by staff and volunteers of their obligations both under the law and as a duty of care.
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities.
- Share information appropriately and lawfully with other organisations to assess and manage family violence risk or to promote the wellbeing and safety of children.
- Promote the cultural safety of Aboriginal & Torres Strait Islander children and young people.
- Promote the cultural safety of children from culturally and linguistically diverse backgrounds.
- Promote safety of children with a disability.

Objective

The objective of EACH Child to provide:

- A positive and nurturing environment, which acknowledges the uniqueness of all attending children's family circumstances, culture, language, beliefs and kinship.
- Education and care in accordance with the National Quality Framework (NQF).

- Education consistent with the Victorian Early Years Learning and Development Framework:
 - Supporting children to become confident and happy
 - Supporting EACH Child to develop a strong sense of identity
 - Enabling children to feel connected and able to contribute
 - Promoting a strong sense of well being
 - Enabling children to become confident and involved learners
 - Assisting children to become effective communicators

EACH Child Philosophy

- We put your child at the centre of everything we do.
- Every child has the right to be cared for and to develop in a positive, safe and nurturing environment that supports the child's wellbeing.
- Children have the right to be listened to and supported to make choices and to contribute to decisions that affect them.
- Partnerships between parents and Early Childhood Educators enable children to feel secure, safe and nurtured in our care and parents to feel welcomed and supported within a caring community.
- Parents are the first educators of children and know their child's needs best. By sharing parents' knowledge of their child's abilities, strengths and needs educators become a partner in their education.
- Families are central in all choices and decisions for their child. We collaborate with parents as partners to foster a sense of community, to nurture and care for their child acknowledging the diversity of needs and culture.
- Building a partnership with parents is about good communication, mutual respect and empathy.
- Rest and exercise encourage emotional resilience and physical wellbeing.
- Children learn through the world around them. We provide opportunities for children to make choices and to contribute to programs.
- The early years of education are the foundation for learning at school and all through life.
- We are inclusive valuing the diversity of family's culture, structure, customs, language, beliefs and kinship networks

Centre Information

Opening hours: Monday to Friday 6.45am - 6.15pm.

Days Closed:

- Friday 20th December 2019; Last day for children (coincides with last day of school term)
- Monday 23rd Dec 2019: no childcare available - Professional Development Day
- Tues 24th Dec 2019: no childcare available - end of year clean-up day
- Thurs 2nd Jan 2020: no childcare available – 2020 -planning and set up day
- Friday 3rd Jan 2020: no childcare available – Professional Development Day

EACH Child is registered to care for 122 children. Children are grouped according to developmental stages.

Group Name	Maximum Number of Children per Group	Approximate Age of Children
Gurrborra	12 children	3 months - 2 years
Gurrng Gurrng	16 children	18 months – 2.5 years.
Boorrimul	28 children	2.5 -3.5 years
Ngarrert	33 children	3 - 4 years
Per-ren-un	33 children	4 - 5 years incorporating a funded 4-year-old Kindergarten Program.

Regulations regarding child/educator ratios are always adhered to:

- 1 adult to 4 children aged under 3 years of age
- 1 adult to 11 children aged 3-6 years.

Staffing and Employment

A Coordinator and Assistant Coordinator manage the operations of the EACH Child centre. The Coordinator is supported and managed by the Manager of the Child and Family Services and the Area Manager Primary Health.

EACH Child provides the children with a learning environment within beautiful landscaped gardens that support respect for the environment, ecologically sustainable practices, healthy eating and a lifestyle integrated within a supportive community.

EACH Child is staffed with above ratio educators across all rooms. The qualifications of the EACH Child team are consistent with the Education and Care Services National Regulations including holding a current Working with Children Check and police check. EACH Child educators are recruited to high standards of professionalism, competence and a commitment to promoting scaffolding to support the development of children and a team approach to provide stimulating and welcoming educational environments. All are qualified with a mix of Certificate 3, Diploma, Advanced Diploma or Bachelor of Early Childhood Education. All educators maintain current First Aid, Anaphylaxis, Asthma and CPR training. Ongoing in-house and external training, staff meetings and annual conferences support educators to maintain a high level of care and education within a safe, friendly and stimulating environment.

EACH Child educators are guided by a comprehensive range of policies and procedures; all are available to families on request.

Enrolment Information

On enrolment parents/guardians will provide details of any known additional needs that their children may have and will be asked to include all relevant documentation such as formal diagnosis, reports from paediatrician or other specialists. Information gathered will be used to develop individual goals and plans for the child.

Orientation

EACH Child has an orientation process for all children. Our orientation process supports and aids families to transition children smoothly into the centre. We offer visits for you and your child prior to leaving them on their first day. We offer shorter hours to gradually orientate children, in recognition that children can become overwhelmed and feel vulnerable when in an unfamiliar environment for an extended time.

We request where possible shorter days in the first few weeks to assist the child to transition to care in the childcare centre.

Immunisation

In 2016 the Victorian government introduced a No Jab No Play Law. This means children MUST be fully immunised (for their age) / working toward immunisation in defined circumstances to be enrolled in an Early Childhood Education and Care Service. Parents are required to provide a copy of their child's Immunisation History Statement from the Australian Immunisation History Register (or your MyGov account) twice a year. Children will not be able to commence until this is provided.

Authorised Emergency Contacts

Upon enrolment parents may choose to nominate persons other than themselves to collect their child. Provided parents notify educators upon arrival, these nominated people may collect your child. These authorised emergency contacts will be added to the system to allow them to sign in and out via the kiosk on the iPad.

If a person who is not nominated on the enrolment form arrives to collect a child and educators have not been informed by parents, educators will attempt to contact parent/s via phone to verify authority.

Educators will request photographic identification if the person is not known to them.

Educators will not release a child into the care of a person not authorised unless a legal guardian has nominated the person as a person authorised to care for their child.

Daily Arrival and Departure

- Children must be signed in and out each day through one of the three iPads located in the passages of the centre. Educators require an anticipated time of departure to enable us to prepare the child for going home and so we can be responsive to the child's enquiry about when they will be going home and who will be picking them up.
- As children can become worried when a parent is later than expected when parents are delayed more than 15 minutes past the anticipated collection time it is very helpful to call the centre to advise educators of the delay.
- Parents MUST physically accompany their child into the room and let educators know of their arrival and ensure the educators are made aware of the departure of their child.

Late Pick Up of Children

- A Parent or an authorised adult MUST arrive to take their child home before closing time. **(Please read Authorised Emergency Contact section above for further information).**
- **Please telephone the centre to let educators know you are going to be late.**
- Any extension of care beyond closing time requires an extension of employment of the educators. A late fee is applied for every 15 minutes or part thereof when a child requires care after 6.15

Child is Not Picked up before 6.15pm

If a child is not collected from the centre by closing time educators will attempt to contact the parents/guardians.

Two educators will remain on the premises until the child has been collected.

- If the parents have not been located by 6.30 pm emergency contacts will be called and asked to collect the child.
- If both parents and emergency contacts cannot be reached, a manager will be advised and the Department of Health and Human Services child protection after hours contact will be consulted. Police may then be called to assist with the location of parents and the nominated emergency contacts.
- Department of Education and Training and Child Protection Agencies will be notified if abandonment is suspected.

Cancellation or Alteration of Booking

Families are required to provide the coordinator with 2 weeks' notice, in writing, when cancelling or reducing days of care for their child.

Child Care Subsidy cannot be applied if the child is absent on their last day of care. This will result in the parents becoming responsible for the full daily fee. If a child has not attended at all during the notice period, full fees will apply for the full 2 weeks (this is a Centrelink Policy not an EACH Child policy).

Requests to increase days of care for your child will be dependent on availability.

Parenting Responsibility / Shared Parenting Responsibility

Legal changes to parenting responsibility for a child are very important. It is necessary to inform the EACH Child Coordinator immediately of any:

- Change to legal responsibility for a child
- Change in a Court Order
- Change to the caring arrangements of a child such as may occur when parents separate or a parent travels overseas
- Concern about family conflict or family violence that has potential to affect the child's wellbeing or safety or to cause injury to a child.

When a child's care or wellbeing is supported by a Parenting Plan or a Court Order, a copy of the documentation must be supplied to the EACH Child Coordinator. The order will be kept on the child's file.

Child Care Subsidy

This subsidy is the main way the Australian Government assists families with their childcare fees and it is paid directly to early childhood services.

Some basic requirements must be met for an individual to be eligible to receive Child Care Subsidy for a child. These include:

- The age of the child
- The child meeting the Australian immunisation requirement
- A parent or their partner,
- Meeting the residency requirements listed in the legislation.
-

What parents need to do:

- Sign into your Centrelink online account through MyGov My Gov - create an account
- Select Complete your Child Care Subsidy assessment task
- Work through the steps to provide new information and confirm your current details.

This will include:

- Combined family income estimates for the current financial year
- The hours of recognised activity including work, training, study, volunteering
- The type of childcare your family uses.

For more information about this process visit education.gov.au/childcare

Childcare Fees

Fees are charged for all booked care days regardless of whether the child attends the service. This includes Public Holidays.

The exception to this is the annual closure over the Christmas period (Usually 2 weeks).

Priority of Access

Vacant positions will be allocated from the waiting list according to priority of access criteria. Priority is determined in accordance with the Australian government's Priority of Access Guidelines [Priority Guidelines](#) and other information gained from you as part of your waitlist process.

1. Child (or children) at risk of serious abuse or neglect.
2. Child (or children) of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the A New Tax System (Family Assistance) Act 1999.
3. Any sibling's currently attending service.
 - Aboriginal and Torres Strait Islander families
 - Families which include a disabled person

Under the Priority of Access Guidelines, a childcare service may require a Priority 3 child only to vacate a place to make room for a higher priority child. The service can only do so if:

- The person liable for payment of the childcare fees was notified when the child first entered care that the service followed this policy; and
The service gives the person at least 14 days' notice of the requirement for the child to vacate the place.

Communication

Effective communication between parents and educators is essential for the wellbeing of children.

Parents and carers are encouraged to contact us. We welcome speaking with the Lead Educators privately whenever required and we keep parents and carers informed by:

- Phone,
- Email,
- Information displayed,
- Parent Communication Book in every room
- iPads for logging children in and out
- Newsletter,
- Website
- Parent surveys
- Parent Advisory Group.

Kindergarten

Parents are welcomed and encouraged to request a meeting with the teacher/s throughout the year. Parent teacher interviews are offered at the beginning and middle of the year.

The Victorian Early Years Learning and Development Framework (VEYLF) and guide our programming for each individual child.

In accordance with the (VEYLF) and National Quality Standards (NQS) EACH Child adheres to the following guidelines:

- Every child is viewed as an individual who will develop and learn at their own pace.
- Programs include experiences in language & literature, music & movement, art & craft, dramatic play, science & math concepts, sensory motor and activities which promote physical development and co-ordination
- Children's experiences will be open-ended, and the children are free to choose the experiences in which they would like to participate. Educators support children in making choices where appropriate.
- Programs are planned to provide opportunities for passive as well as active play, indoor and outdoor play and for individual as well as group experiences.

Families will be provided with information on all areas of children's development with reference to the Victorian Early Years Learning and Development Framework through newsletters, notice board displays, family input into our program and weekly reflections.

Privacy, Confidentiality and Security

EACH is committed to protecting individuals' rights to privacy. EACH Child complies with federal and state legislation relating to privacy, confidentiality and security of information. All personnel within EACH maintain the highest standards of professional practice and codes of conduct regarding the confidentiality of personal information.

Policies and Procedures

To ensure you are adequately informed as to how we operate a copy of procedures and policies is available upon request.

We actively encourage our families to contribute to policy and procedure reviews as reviews occur. A Parent Advisory Group is established every year to assist with this contribution.

Partnerships with Family

EACH Child encourages parent and community involvement within the Centre.

Families come from a diverse range of backgrounds and have a varied range of skills. Educators acknowledge the importance of the family and the family's values and beliefs.

A partnership between the family and EACH Child educators is vital for providing care that is meaningful and effective – culturally and educationally. Information will be given in a variety of ways to meet all needs.

We understand the importance of fostering high quality relationships with families. We acknowledge that every family is different, and this is celebrated throughout the centre.

Our educators promote:

- A welcoming and inclusive environment where all families are encouraged to participate in and contribute to experiences that enhance children's learning and development.
- Listen to each family understanding, priorities and perspectives relating to their child which will inform shared decision making about their child's learning and development.
- Open communication between educators and families.

Families are the most integral part of a child's life and we therefore encourage all families to be involved in the centre. We encourage families to join us to participate in our program by perhaps playing an instrument, reading a book in their home languages or bringing in a new baby to bath. We appreciate that this is not always possible, so we invite families to special events through the year.

Independent Toileting

Educators will discuss toileting with parents and will follow the lead of both the child and parents regarding toilet readiness. Guidance is available from educators or a health advisor on request.

Toys from Home

Children are encouraged to bring a soft toy or security item particularly during the settling in period, but other than this, bringing in toys from home is discouraged. It can be very distressing to a child if a favourite toy is lost or broken.

Food from Home

NO FOOD FROM HOME is to be brought into the centre.

Several children have allergies, some of which are life threatening. Please ensure your children wash their hands and face prior to coming into the centre especially if they have eaten on the journey to childcare.

Celebrations

We celebrate many events throughout the year from various cultures. If your family celebrates special events at home, please let us know so that we can incorporate this into our program.

We enjoy embracing other cultures: this allows the children to understand our diverse nation in a positive way.

Clothing

Families are asked to:

- Provide clothing that assists children to dress and undress themselves, thereby encouraging independence.
- Label all clothing with the child's full name.
- Dress their children in clothing suitable for the variety of activities at the Centre, e.g. Older clothing that won't inhibit play and learning.
- Ensure children have appropriate footwear to protect their feet.
- Thongs, open toed sandals and crocs are not permitted.
- Supply spare clothing, in case of accidents throughout the day. Multiple changes will be required for infants and toddlers.
- Ensure children are dressed appropriately for the weather.

Nutrition

A comprehensive Food Safety Program has been developed for the centre in consultation with Nutrition Australia Healthy Achievement Guidelines. Covering all aspects of hygiene, safe food handling practices, temperature control etc. The Food Safety Program, the kitchen and our chef have been assessed and approved by the Environmental Health Officers from the Maroondah City Council. The centre is a registered food premises under the Food Act 1984. All staff undertake appropriate levels of safe food handling training annually. EACH Child provides meals that are cooked on site, nutritionally balanced for the needs of children and reflective of the cultural diversity of our community.

Parents are informed of the weekly menu which is displayed in the Centre hallway.

Child Safe Policy

Protecting children and young people is everybody's responsibility. EACH has a commitment to creating a child safe culture and maintaining a child safe and child friendly environment.

The policy is informed by legislation; in particular:

- Child Wellbeing and Safety Act 2005 (CWSA) provides an overarching framework for promoting positive outcomes for all children and identifies a set of principles as the basis for development and provision of services.
- Children, Youth and Families Act 2005 (CYFA) builds on the foundations of the CWSA to provide guidance on additional considerations in promoting positive outcomes for children who are vulnerable to harm or abuse.

Child Safety Guidelines

Educators must consider the wellbeing of children and keep the child's best interest in mind. This means that they will:

- Undertake assessments of risks to children.
- Be prepared to act, preferably in partnership with the family where they believe that a child is at risk of harm or there are concerns about the wellbeing of the child.
- Where educators are working with adults who have children they should always keep in mind the safety and wellbeing of children in the care of the adult. This means asking questions about supports for children or impacts on children of the issues the adult is presenting with.
- Educators will be informed about the effect of trauma on children and the impact of trauma on healthy development.

Protection from Harm or Abuse

Under legislation, staff working at EACH Child are required to consult when there is concern about any child's safety, stability or development.

All Educators and Kindergarten Teachers are mandated to report concerns about a child's safety and wellbeing to the Department Health and Human Services.

Child Protection Training occurs annually.

Child Supervision

Children are fully supervised whilst in the care of educators at the Centre. Educators are alert to possible dangers within the Centre and ensure they can always see or hear all children.

Medical Conditions/Allergies - Parent Obligations

- Parents are responsible to make important decisions about the primary health care of their sick children. Sick children need to be in the care of family members not attending childcare.
- Parents are asked to inform EACH Child if their child is absent due to illness and the specifics of the illness. This is so we can make an informed decision and let other families know of the presence of an infectious illness.
- Parents are required to obtain a medical certificate of clearance from a doctor and to give the clearance to their child's Educators when a child is returning after absence due to an infectious illness.
- If a child is deemed to be distressed or unwell whilst at childcare, parents will be contacted and asked to collect their child within an hour from the time person-to-person contact is made.
- If parents are not available when contacted the emergency contact will be contacted to make these decisions. If parents and emergency contact persons cannot be contacted and a child is sufficiently ill or distressed because of illness, an ambulance will be called to take the child to hospital.
- The EACH Child Coordinator or next most senior staff member on site has the final say on whether a child can stay at the centre. This discretion may override a doctor's certificate permitting attendance if an assessment is made that the child is becoming increasingly unwell.
- Children are not permitted to attend until 24 hours after the last episode of vomiting or the last episode of diarrhoea. If two or more children are affected by vomiting or by diarrhoea in the same day, then the exclusion period automatically increases to 48 hours for all the children who have vomited or had diarrhoea.
- If a child has a temperature of 38 degrees or above, they are to be excluded for 24 hours after their temperature has returned to normal.
- A parent must fill out a medication form if a child needs to be administered medication by an educator.

Notifying Parents or Emergency Contact Persons when an Illness is Present

It is the parent's responsibility to ensure all contact details on their child's enrolment form are kept up to date. Parents are made aware of these procedures and the importance of being able to reach a parent or emergency contact person at any time. Parents will be asked to agree to this at the time of enrolling a child.

The emergency contact person must be able to either take the child home or stay with them until a parent can be contacted.

Health & Safety

Sun Smart

All children and educators use a combination of sun protection measures whenever UVIndex Levels reach 3 and above from the beginning of September to the end of April in line with Cancer Council Guidelines.

Extreme Temperatures

In the event of extreme heat all efforts are to be made to keep the children well shaded and cool. EACH Child has appropriate cooling which will maintain an acceptable temperature.

Safe Sleeping

Educators will abide by the latest information on safe sleeping practices guided by Red Nose when supervising rest times with the children. [safe-sleep-and-rest-practices](#). Educators complete annual training on Safe Sleep Practices through Red Nose.

Rest

Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for rest and relaxation. Our environments are arranged to include a dedicated rest area for the babies. Individual mattresses and bedding are provided for children requiring a sleep or rest during their day.

Allergies

Within our community, we have children with life threatening allergies. Parents must assist us in caring for these children. Foods that contain nuts are extremely dangerous to our children with allergies. Common foods that trigger an allergic reaction are listed below; it is essential that they not be brought at any time.

- Peanuts – including M & M peanuts
- Cashews, hazelnuts, almonds, walnuts and all tree nuts
- Peanut butter
- Nutella
- Sesame seeds – remember some bread rolls have sesame seeds on them, including some McDonald's hamburger buns
- Foods that contain satay, e.g. Thai, Malaysian, Indonesian dishes • Chocolate – blocks, biscuits and lollies
- Whole egg – boiled egg, curried egg.

We thank you for helping us to provide a safe environment for all our children.

No Smoking

EACH Child and the surrounding environments are smoke free areas.

Water Safety

All children are to be closely supervised whenever there is water nearby. Children will have supervised water play experience within the program.

Environment

Educators are responsible for checking the safety of the building, grounds and equipment daily to ensure no foreign or dangerous items are within the children's environment.

Fire and Evacuation

EACH Child has a written emergency evacuation plan that all educators and families need to ensure they are familiar with. These guidelines are in addition to EACH's OHS policies and Procedures which guide all OHS requirements within the organisation and are accredited through

AS/NZS 4801-2001 OHS Management Systems.

Authorised People in Childcare Rooms

- The only people allowed to be in a room other than employees are those authorised by the parent to deliver or collect the child. (Please read [Authorised Emergency Contact section for further information](#)).
- Visitors authorised (by the Coordinator) who have a specific purpose to be in attendance in the room. For example, internal auditors, students, therapists, health

educators, bilingual workers, care assistants, aids, volunteers, authorised trades people.

Health Management

Medication Management - Educators Duty of Care:

- Educators have a duty of care and a lawful duty to ensure that ONLY the correct medication is given as per instructions from the treating medical practitioner.
- Medication from Naturopaths will not be administered.
- Cough medicine will not be administered to children aged under 2 years.
- Medication must be in the original container provided by the pharmacy and labelled showing the name of the child, date of issue and instructions.
- If the medication is an over-the-counter drug, it will only be administered according to the pharmacy labelling on the bottle, unless accompanied by a doctor's letter and for a maximum of 3 consecutive days.
- No medication will be administered to a child unless presented at the Centre in the container in which it was dispensed.
- Educators will not administer unlabelled medication.
- Educators will take every care with administration of medication by checking the parent request, medication, dose, method of administration and time to be given. Two educators will check every medication and ensure the medication is given to the correct child. Both educators will sign the Administration of Medication Form.

Program Development and Implementation

EACH Child provides education and care in accordance with the National Quality Framework (NQF).

The framework has 3 parts:

- A National Quality Standard that provides families with information about quality care in early childhood education.
- A Nation Quality rating system that has five levels and a rating for each of the seven key areas of childhood development.
- An Early Years Learning Framework to guide educators in development of play based learning and development activities for children.

Further information on the National Quality Framework is available from the EACH Child Coordinator or [About the National Quality Framework](#)

A funded 4-year-old Kindergarten Program is delivered by a Bachelor of Education trained Kindergarten Teacher/s.

Program Planning

Educators provide a program responsive to children's interests and developmental learning needs. We offer quality experiences which build on a child's strengths and are mindful of the child's development, family and cultural context.

The program includes experiences that nurture:

- Social engagement
- Language & literacy
- Music & movement
- Art & craft
- Science & math
- Sensory motor activities which promote physical development

The Victorian Early Years and development framework (VEYLF) guide our programming for each individual child. The program is planned to enable the children to develop and learn at their own pace and to achieve the 5 development outcomes

1. Are feeling a strong sense of identity
2. Are connected and contribute to their world
3. Have a strong sense of well being
4. Are confident and involved learners
5. Are effective communicators

Families are provided with information on all areas of children's development with reference to the Victorian Early Years Learning and Development Framework through regular communication.

Parents of children in all rooms are encouraged to request parent/educator catch ups with Room Leaders at a mutually convenient time. Families of children accessing our funded 4year-old Kindergarten Program have scheduled interviews with our Kindergarten teacher/s.

EACH Health and Wellbeing Services Co-Located on Site

EACH provides educational health and support services, many collocated with EACH Child and available at no or low cost to children enrolled with EACH Child [EACH - About Us](#)

- Parent education, family support and a range of health services for children and adults.
- Adult, Child, Drug and Alcohol, Mental Health and Family Counselling
- Health recovery, therapeutic and educational groups and information sessions.
- Child development and health screening assessments by the Oral Health Program, Child Development Team
- Speech pathology, occupational therapy, dietetics, podiatry, oral health, art therapy for emotional regulation when required.
- Early Childhood Intervention for children from birth to six years of age who have a disability or developmental delay and an NDIS plan.
- Maternal Child Health Nurses from Maroondah Council are collocated in the building. Booking is by appointment through Maroondah Council.

Speech Pathology Screening

Eligibility:

- Children aged 0–6 years with communication or language delays
- Children older than 3 on recommendation of early childhood educator or health worker.

Issues of high priority:

- Starting school next year
- Stuttering at 3 ½ years
- Speech difficult to understand at 3 ½ years
- Swallowing difficulties / feeding problems.

For more information please visit www.each.com.au/service/child-development-team/

Oral Health Screening

Annual dental screenings are offered in the centre to all children over the age of 12 months. Screenings take place in the child's familiar environment at the centre. Reports are sent to families with a plan for any recommended dental health care or treatment. Free dental treatment for children is available at the EACH dental clinic nearby in Ringwood.

Occupational Therapy Screening

Individual or group occupational therapy helps children to develop skills like drawing, writing, playing, self-care, ball skills and becoming ready to learn well at school.

Eligibility:

Child has a diagnosed developmental delay or disability requiring assistance of a specialised early intervention plan.

High Priority:

- Starting school in the next school year
- Mild or moderate developmental delay
- Recommendation of Maternal Child Health Nurse or Early Childhood Educator.

Art Therapy

The "Little Art Makers" Art Therapy program at EACH childcare and kindergarten aims to enhance the emotional and social well-being of children through creativity. Through art, imagination, exploration and play, children can express themselves and learn about the world they live in.

In art therapy the emphasis is on the process of creativity, not on the product. There is no right or wrong way to make art. Through art, music, movement and storytelling children can be free to explore their creative selves.

Art therapy provides the opportunity for children to:

- Explore creativity
- Increase self-awareness
- Develop social skills
- Improve communication
- Develop positive relationships
- Learn to regulate their emotions
- Express themselves
- Build confidence

Art therapy program to support the development of resilience and emotional regulation is held during childcare hours; providing parents' consent. This is complimentary and currently offered to a limited number of children on Friday mornings.

Counselling and Family Support

Counsellors at EACH can assist children parents and adults with a wide range of health and personal issues.

Aims to enhance the emotional and social well-being of children through creativity. Through art, imagination, exploration and play, children can express themselves and learn about the world they live in.

Family Relationship Centre

The Family Relationship Centre helps families when there are issues that are affecting parenting of children or adjustments after separation or divorce to focus on the best interest of their children. The Centre provides family dispute resolution and counselling with a focus on assisting people experiencing family relationship difficulties.

- a neutral, safe and affordable place to discuss parenting issues and to negotiate Parenting Plans
- access to free legal advice (on family law matters)
- child and family consultant to advise on children's needs when parents don't live together
- short-term counselling for parents, step-parents and grandparents
- information and referral to relationship counselling, family violence networks, support groups and services
- advice on parenting matters, conflict management, and communication skills
- Parenting Orders Program for parents in high conflict
- financial and property dispute resolution

Compliments, Comments and Complaints

EACH values the perspective and input from our consumers and the community and actively ensures that they have an accessible and a safe avenue for providing feedback that fosters a culture which supports consumers and the community to make positive comments as well as raise complaints.

All feedback provides EACH with an opportunity to review services, facilities or systems which can lead to quality improvements for the consumer.

Complaints and feedback can be submitted in one of these ways:

- Contact the manager of EACH Child and Family Services directly.
- Email feedbackandcomplaints@each.com.au.
- Call us on 1300 00 3224 and ask for the EACH Consumer Liaison Officer.