

Apollo Parkways Pre-School



Information Booklet 2020

31 Plenty River Drive, Greensborough Vic 3088

Telephone: 9435 8752

Mobile: 0457 290 979

www.apolloparkwayspreschool.com.au

Wominjeka / Welcome

We would like to begin by acknowledging the traditional owners of this land, the Wurundjeri people, on whose land we play, learn and build our community today.

We welcome all our new and returning families to Apollo Parkways Pre-school. This is an exciting time for you and your child. We hope it will be an enjoyable year for all families who are enrolled with us.

Kindergarten is the beginning of your child's formal education. These early years are very important for your child as basic attitudes, skills and knowledge are formed which provide the foundation for further learning.

The staff and committee of Apollo Parkways Pre-school have created this booklet as a guide for our families. Please take the time to read it as it contains important information about the operation and management of the kindergarten. Please keep it in a safe place so you can refer to it throughout the year.

We aim for every family to feel welcome and part of our kindergarten community and encourage you to play an active role in your child's education and their kindergarten year. We encourage you throughout the year to provide information regarding your child's interests and things that they are curious to learn more about. We also encourage you to talk with us about any concerns you may have with regards to your child's development and progress. We hope that your year at Apollo Parkways Preschool is memorable, enjoyable and that you and your family will treasure it always.

If you have any questions or comments about this handbook, please contact one of our teaching staff.

Yellow Group attends:	Monday Friday	8.30am to 11.00am 1.30pm to 4.00pm
Red Group attends:	Mondays Wednesdays Thursdays	11.30am to 4.15pm 8.30 am to 3.15pm 8.30am to 12.00pm
Blue Group attends:	Tuesday Thursday Friday	8.30am to 3:15pm 12.30pm to 4.15pm 8.30am to 1:00pm

TERM DATES 2020

Term 1:	28th January (staff commence) to 27th March
Term 2:	14th April to 26th June
Term 3:	13th July to 18th September
Term 4:	5th October to 18th December

MANAGEMENT AND STAFF

The Pre-school is run by a parent-based Committee of Management. The committee is responsible for the overall governance of the service and the employment of the educators. We encourage you to consider becoming a member of the committee.

STAFF FOR 2020

Nominated Supervisor and Educational Leader: Laura Collings

3-year-old Group

Yellow Group Educators: Josie Plunket (Lead Educator)
Pauline Poursanidis

4-year-old Groups

Red Group Teacher: Laura Collings

Red Group Educator: Janine Smith

Blue Group Teacher: Tamara McGregor

Blue Group Educator: Sharyn Basil

Lunch Relief Educator: Sharon Panou

EDUCATIONAL PROGRAM

Our educational program follows the Victorian Early Years Learning and Development Framework and Being, Belonging, Becoming – The Early Years Learning Framework for Australia.

VISION STATEMENT

Apollo Parkways Preschool is committed to providing a stimulating learning program for three to six year olds, in a diverse environment which reflects the individual interests, voice, and uniqueness of each child.

We are a Child Safe organisation, which prides itself on providing an environment where children are empowered to make choices and be heard.

PHILOSOPHY OF APOLLO PARKWAYS PRE-SCHOOL

We believe that children have a natural love of learning and they are seen as independent and capable learners. We aim to provide a nurturing environment, where learning is enjoyable, meaningful and related to children's interests. Opportunities for children to explore their natural environment are provided. We endeavour to enhance and build on the children's skills and knowledge already acquired and scaffold their learning to provide a sound foundation for future learning.

We strive to create a strong sense of community and to create a respectful environment in which the children feel safe and valued. Each child's individuality is respected and we support the cultural and religious diversity of families.

Apollo Parkways Pre-school acknowledge the importance of parents and staff working together as partners in a learning community to promote children's well-being, education and development.

ARRIVING/LEAVING

Children must be brought into the kindergarten and collected from inside. This is for their safety. Children must be signed into the kindergarten at the beginning of each session and out of the kindergarten at the end of every session in the attendance book provided.

The kindergarten door remains closed until the session commences as we are attending to final preparations for the session. During the session the door remains locked for security reasons. There is a bell that may be rung when access is required.

If you need to pick up your child early anytime, just let us know and come in to get your child whenever you may need to.

Please advise staff if someone else is to collect your child. It is essential that their name is listed as a person authorised to collect your child on the enrolment form you are asked to complete prior to the start of the year. (This list can be added to throughout the year.) This person must sign his/her name in the space provided in the attendance book.

Please help us keep all the children safe by only allowing your own children to exit through the gate after sessions. Please use the bottom gate that opens onto the footpath. Do not use the gate that opens directly onto the driveway unless you are on fruit duty and parked in the car park as it is not safe for the children to use.

LATE COLLECTION OF CHILDREN

If children are not collected by the authorised parents/guardians within fifteen minutes from the end of the session the teacher will ring the parent/guardian. In the case of children not being collected within thirty minutes after the end of the session, the staff will contact the emergency contact specified on the enrolment form. Our policy on late collection will then be followed. Staff will follow regulations in relation to staff/child ratios. A late collection fee may apply to assist with the covering of wages.

WHAT TO BRING

Children will need to bring a backpack large enough to contain a drink bottle, hat, spare clothes, lunch box (4 year old Blue and Red groups only) and work done at kinder that needs to go home etc. Please put your child's name clearly on the bag and make sure that clothing is marked with your child's name. This is especially important for Kinder uniforms and hats. We encourage children to develop their independence at kinder so it is important that you choose a bag that they will be able to fit everything into easily and zip up themselves. This also applies to lunch boxes in the 4 year old groups. Please make sure your child will be able to open and close it with minimal assistance.

4 YEAR OLD KINDER LUNCHES

Children require energy food rather than quick sugar fixes to get them through the day. We encourage healthy food habits and throughout the year talk about healthy food choices. Recommended foods include: Sandwiches/ Wraps, Plain crackers, dips like hummus or guacamole, Cheese, Leftovers from dinner such as pasta, fruit, vegetable sticks, dried fruits. In drink bottles, please supply water only.

Please no: Nut based products, chips, lollies, sweet biscuits, chocolate or products containing chocolate, cordial, juices or soft drinks.

PROGRESSIVE SNACK TIME

We ask each child to bring a piece of fruit or a vegetable to share with the group each week.

3 year old Yellow Group: ONE piece per week. **4 year old Red and Blue Groups:** TWO pieces per week. Fruit or Vegetables may include but are not limited to: Apples, bananas, pears, oranges, grapes, watermelon, strawberries, sultanas, carrot, capsicum, cucumber, cheese, celery etc and are cut up and shared amongst the group. Our parent on Stay and Play/ Kinder Duty prepares and serves the fruit and vegetables.

WHAT TO WEAR

All clothing and footwear needs to be suitable for messy activities, climbing and other physical activities. Smocks are provided and worn at messy activities, but do not always prevent children getting paint, paste or clay on their clothing. (For paint stains soak first in cold water.)

Tracksuits and leggings are ideal and preferable to skirts and long dresses which can get caught when climbing.

Thongs or other slip on shoes are not safe to wear when climbing. Runners and shoes without a slippery smooth sole are the preferred footwear. Enclosed footwear is the safest.

Our Kinder is a SunSmart Kinder. Wide brimmed, legionnaire or bucket hats are compulsory for outside play when the UV is above 3. This is usually between September and April. Sunscreen is necessary as well when UV is above 3. Parents will need to apply sunscreen to their own children before they commence Kinder during these months if we are planning to go outside first.

Otherwise, the children will apply their own sunscreen 20 minutes before we go outdoors. The UV SunSmart index for each day is on our website and parents can download the app from the SunSmart website. Children are requested to wear clothes which cover and protect their skin rather than singlets and 'strappy' dresses.

We have a hat pocket for each child to store their hat at Kinder. In the event that a child's hat is misplaced, one of the Kinder's hats can be worn. These hats will be washed after being worn. If the occasion should arise that a hat is unavailable, then the child will be permitted to play in the shaded areas only. Our sun protection policy is available on our website for parents to read. Apollo Parkways Pre-school bucket hats are available for families to purchase.

Coats are essential for outdoor play in winter and on cooler days. Children will be encouraged to put on and take off their own coats.

WINDCHEATERS/T-SHIRTS

Windcheaters, T-Shirts and hats bearing the Apollo Parkways Pre-School logo are available for purchase through the Pre-school. These items can be viewed and ordered at our Annual General Meeting. They are usually available in the first week of term one. The uniform is optional.

COMMUNICATIONS

We use various means of communicating with our families. This includes:

Our Kinder Newsletter: Our Kindergarten newsletter is emailed to families once each term.

Email: Staff and committee regularly communicate through email.

For General Enquiries: apollo.parkways.kin@kindergarten.vic.gov.au

For email communications directly to your child's group please use the following email addresses:

Yellow Group email address: apollo.parkways.yellow@kindergarten.vic.gov.au

Red Group email address: apollo.parkways.red@kindergarten.vic.gov.au

Blue Group email address: apollo.parkways.blue@kindergarten.vic.gov.au

Teachers email regular reflections of the groups learning. We find this provides a great means of communicating with your child about what they have been doing at kinder. It also means that family members that don't attend pick up and drop off times are able to keep up to date with what your child has been learning about.

Group Pockets: Important notices, such as excursions, special events, invoices, committee news, fundraising, receipts, etc. will be placed in the children's pockets which are located on the hooks outside the front door. Please ensure you check these pockets regularly.

Notice Board: Please check the notice boards for reminders and any items of interest.

Text Messages: Occasionally communication will be via text message. We will require a number we can text to in emergencies.

You will be asked to fill in our communications form and include details of the various ways we can communicate with you.

WEBSITE

Our web address is www.apolloparkwayspreschool.com.au.

Our website contains information about our Kinder including information for current families including policies and for links to useful websites.

ILLNESSES

Our regulations require that your child must be excluded from kindergarten in order to prevent contact with other children, if he/she has an infectious disease. Please notify staff as soon as you are aware that your child has or may have contracted any type of infectious illness. A schedule of illnesses and exclusion times is displayed in the foyer and can be accessed on the web <http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp> and on the Kinder website.

If your child has been ill, has a runny nose, has diarrhoea etc., please do not send him/her to kindergarten. A child who is not well is unable to manage a busy session and risks passing his/her illness onto others.

ACCIDENTS AND ILLNESS AT KINDERGARTEN

If a child becomes ill while attending Kindergarten, staff will contact the parent/guardian or if unable to contact parents get in touch with the medical emergency contact person to make arrangements for the child to be collected as soon as possible. An accident/injury/illness book is kept on the premises, listing accidents, injuries and illness received by a child whilst attending the kindergarten. Following any one entry, parents will be required to sign the accident/injury/illness book to verify that they were informed of the accident/injury/illness that occurred.

MEDICATION

On the occasions where parents require staff at the pre-school to administer medication to their child the following requirements must be met:

- The parent must give written authorisation which will be incorporated into the Medication Book at the kindergarten. Parents will need to come in and sign this book when the medication is required for their child both at the beginning and end of the session.
- All medication must be kept in its original container bearing its original label.
- Medication cannot be kept in children's bags and must be handed to staff.

IMMUNISATION

Please note: From 1 January 2016 under the 'No Jab No Play' law, all parents/guardians seeking to enrol their child at an early childhood service in Victoria must provide evidence that their child is:

- Fully immunised for their age OR
- On a vaccination catch-up program OR
- Unable to be fully immunised for medical reasons.

Please advise us of this information by providing your child's Immunisation History Statement.

You can get copy of your child's most recent Immunisation History Statement from the Australian Immunisation Register (AIR) as evidence of your child's immunisation. To request an Immunisation History Statement contact the AIR:

- phone 1800 653 809
- email air@humanservices.gov.au
- visit Medicare Australia online www.medicareaustralia.gov.au/online
- visit a Medicare office.

If your child is not fully immunised (or if you are not sure if your child is fully immunised, or you're interested to find out more) you may wish to:

- locate and consult your nearest immunisation provider OR
- talk to your regular family doctor

PARKING

It is requested that for safety reasons, only the parents on duty for the day and the staff use the car park. By minimising the traffic flow in the car park, we will create a safer environment for the children. Please note that the Fire Brigade and local council require access to the surrounding areas of the kindergarten via the access gate at the rear of the car park. Please don't park in front of the access gate.

Some of the side streets near the Kinder are quieter than Plenty River Drive. The Kinder can be accessed along the walking track, through the parkland and under Plenty River Drive.

If you need to cross Plenty River Drive to get to the kindergarten, we suggest you use the walkway under the road near the Milk Bar.

VOLUNTEER TASKS

Code of Conduct: Due to our regulations and policies family members are requested to read and sign our code of conduct.

Working with Children Check: Those wishing to work within our groups also need to have a Working with Children Check. The Working with Children Check helps protect children from physical and sexual harm. The scheme aims to prevent those who pose a risk to children from working or volunteering with them.

Obtaining a Working with Children Check takes about three weeks and is free of charge for volunteers. The process of obtaining a check is described at the working with children website, <http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+victoria>

We recommend that ALL parents obtain a Working with Children Check before the commencement of the year, so they are available to assist with Stay and Play/ Kinder Duty' and can also volunteer to assist on excursions.

Voluntary help at the kindergarten is required for many tasks, some of which include:

Stay and Play “Kinder Duty”

Helping with Kinder duty provides a good opportunity to enjoy a session of kindergarten with your child. Toddlers are most welcome to accompany you when on duty, but please remember to supervise them carefully, tidy up after them and ensure they don't interrupt group times. The duty person may attend for the whole session or come for part of it to prepare the fruit and help with cleaning and tidying up at the end.

We ask our Kinder duty helpers to prepare the fruit for the children and clean up afterwards. Other tasks such as filing the children's work, so it is ready to be collected, helping at activities and helping prepare for activities may be requested.

An empty roster will be available each term for parents to fill in days that suit them to help. If everyone helps, coming in twice a term would ensure that we had assistance each day. If we have assistance we can provide extra experiences for the children.

Laundry

Each family is asked to volunteer approximately twice a year to wash the children's hand towels, smocks, tea-towels etc. These can be picked up at the end of your child's last session of the week and returned at the start of the following week.

Working Bees

Working-bees are vital to keep the building and playground safe, attractive and in compliance with the regulations. Each family is asked to pay a maintenance levy. This levy is reimbursed after families attend a working bee and for the 4 year old Red and Blue Groups, also a 'mini-bee' during the year to assist with basic maintenance, repairs, sweeping etc.

The committee will attend a general clean-up working bee at the beginning of the year to prepare the kindergarten for the coming year.

Please remember many hands make light work and working bees can be a great way of getting to know people within your child's kindergarten and they can be great fun for the entire family. Details about the working bee and for Red and Blue Group “Mini Bees” will be sent out early in term 1.

BIRTHDAYS

We like to celebrate the children's birthdays at Kinder. We chat with the child about their special day. The children are able to decorate a pretend cake and the group sing happy birthday to them. We give them our best wishes for a happy day.

It is not necessary for families to bring in anything on their child's birthday. Bringing lollies does not fit in with our healthy eating policy.

TOYS

Children are encouraged to use the toys and equipment provided at Kinder. We understand that at times children may bring in toys from home. Children will need to be responsible for their own toys from home. It can be distressing if toys get lost or broken.

COMMITTEE

Our Kinder is managed by a parent committee. Each year at our AGM in November a new committee for the coming year is elected. This committee is responsible for the management of the kindergarten. Parents are all encouraged to consider nominating for committee as they play a vital role in providing a valuable experience for the children. Our committee currently consists of 14

members and includes President, Vice President, Treasurer, Secretary, Enrolment Officer, Policy Officer, Maintenance Officer, Assistant Maintenance Officer, Fundraising Officer, Assistant Fundraising Officer, Grants Officer, Assistant Grants Officer, Newsletter Officer and IT/Publicity Officer.

Committee has appointed paid administrators who assist with the administration of our Kinder.

COMMITTEE RESPONSIBILITIES

The City of Banyule owns the kindergarten building and is responsible for some maintenance.

The Kinder Committee is responsible for other things, including the following:

- Employment of staff
- Daily operations of the Kinder
- Maintenance of the playground area and minor indoor maintenance
- Payment of bills (taken from fees) eg. Wages, electricity, gas, cleaning, equipment and supplies etc.
- Cleaning of the kindergarten
- Purchase, upkeep and replacement of all equipment used by the children

PAYMENT OF MONEY

Any payment eg for fees, windcheaters, fundraising that is brought to kindergarten must be in an envelope marked with your child's name, group, details and amount. Fees need to be placed in the slot on the office door. Other monies should be put in the 'mail box' in the foyer (below the first aid cabinet). This is most important to avoid any money being misplaced.

Please note that fees cannot be paid by cash. Fees can be paid by internet banking or making a direct deposit to the kindergarten account (forms available in the office). If you use internet banking the Book Keeper needs to have notification and details of your fees transactions. These details can be placed in the slot in the office door.

FUNDRAISING

Our fundraising committee raise funds to purchase equipment for the children and is an important aspect of our Kindergarten. The committee will attempt to keep fundraising to those items they feel are beneficial and of good value. Should you have any ideas in this regard do not hesitate to share them with the committee, or become one of the fundraising team!! When fundraising notices come around please support your kinder if you can as it is the children who will benefit from the money raised.

SERVICE EVENTS/EXCURSIONS/SPECIAL EVENTS

The committee, in conjunction with the staff, will decide what service events, excursions and special events the kindergarten will take part in for the year and these will be within the regulations for pre-schools. A risk assessment will be done prior to any excursion/service event. The cost of planned excursions/ service events is generally included in the fees. You will be notified of and your permission will be sought when we are planning an excursion.

In our 3 year old Yellow Group, the children are invited to participate in a 2 week dance program with Enerjive Dance each year.

In our 4 year old Red and Blue Groups, we will have excursions to the Diamond Valley Library and to Partingtons Flat to fly kites. We also plan to have the Enerjive dance program over a number of weeks in term two or three. We plan to have the Responsible Pet Program visit in term and one

along with other excursions/ service events during the year based on the children's interests and where the program takes us.

Other special events usually include a picnic dinner with families early in the year, Mother's Day morning tea, Fathers Evening, Grandparents Day and Pyjama Day.

LIBRARY (4 YEAR OLD KINDER ONLY)

Library borrowing will commence in Term 2. We propose that 'Library Day' will be Wednesday (Red group)/Thursday (Blue Group). Children will be able to borrow a book from the Kindergarten's library and keep it at home until the next week. A new one will be given out once a week if the previous book has been returned. We hope that families will enjoy sharing these books together. **Children will need to have a material library bag to protect their book as they carry them to and from kinder.** Please help your child look after the books whilst they are in your care.

We also have a parent library located in the kindergarten kitchen. It has books, journals, and pamphlets on a wide range of topics, plus some children's books especially written to help parents explain various situations. There are also a few DVD's. Please feel free to browse through these when you are on duty, or at the end of the session. All are available for loan. Simply write your name, the date, the title of the book/DVD and its number in the book provided.

POLICIES

Our Kinder has numerous policies which can be accessed on our kindergarten website at www.apolloparkwayspreschool.com.au under "information for current families".

Parents need to be familiar with our emergency evacuation plan and to have read and signed our code of conduct policy. Family members wishing to work with the children will be requested to provide a current Working With Children Check. Information on this check can be located on www.workingwithchildren.vic.gov.au

Our policies are continually updated by our committee, usually in a three year cycle, to ensure they contain current information. When policies are updated parents are notified on the kinder noticeboard located outside the front door of the kinder. Families are given the opportunity to read them and comment on them. As our policies are updated and passed by committee they will be updated on our website for families to read and view.

CHILD PROTECTION – MANDATORY REPORTING

Under the National Framework for Protecting Australia's Children (2009), protecting children is everyone's responsibility: parents, communities, governments and business all have a role to play. The National Framework represents an unprecedented level of collaboration between Australian State and Territory governments and non-government organisations to protect children. The National Framework provides the foundation for improving the safety and wellbeing of vulnerable children.

Child Protection policy is based on the principle of partnership and shared responsibility across a broad range of human service professionals, including schools and licensed children's services. Most children are best protected and cared for within their own family; however, when parents, carers or guardians are unwilling or unable to protect their children from significant harm, the protection of the child becomes the responsibility of the wider community and, at times, requires statutory Child Protection intervention.

Licensed children's services and Victorian schools play an important role in the prevention of child abuse and neglect through their access to information about family functioning and the needs of children. When a school or licensed children's service staff member forms a belief that a child has

been harmed or is at risk of being harmed, they must take action that is timely, respectful and co-ordinated.

COMPLAINTS AND GRIEVANCES

We have a complaints and grievances policy which is available for parents to read on our website. Also displayed in the foyer are the phone numbers of our President and of the Department of Education and Training.

Parents with a grievance, concern or complaint need to follow the procedures in the policy and the Kinder will work with them to endeavour to resolve them.

If you have concerns relating to children's development, the program, discipline or any other problem relating to the children, please discuss them with your child's teacher.

BEHAVIOUR GUIDANCE

Behaviour guidance procedures will at all times be carried out within the Regulations and policies of our service. Staff will not allow any child to use behaviour that will endanger themselves or others, cause bodily harm to children or staff or use inappropriate social behaviour. In circumstances where a child's behaviour is not within these limits, parents will be asked to come and discuss this problem. Our behaviour management policy will be followed.

EMERGENCY EVACUATION PROCEDURES

The procedures for an emergency evacuation are included below, displayed on the notice board in the foyer and in the kitchen and on our website. We ask all parents helpers to familiarise themselves with these plans. These procedures are practiced four times a year with the children. Our practices will be authentic with relocation off site being practiced with the children.

Below are some examples of Emergencies that could necessitate an evacuation.

Bushfire	Fire	Bomb Threat	Custody Case
Hold Up	Toxic Fumes	Hostage Taking	Gas Leak
Siege	Flood	Medical	

Our two relocation areas are the parkland area accessed by going under Plenty River Drive with collection from Kundy Close/Lebunya Court and Greensborough Park collecting off Kalparrin Avenue.

EMERGENCY EVACUATION PROCEDURES

The procedures for an emergency evacuation are included below, displayed on the notice board in the foyer and in the kitchen and on our website. We ask all parents on duty to familiarise themselves with these plans. These procedures are practiced four times a year with the children. Our practices will be authentic with relocation off site being practiced with the children.

Below are some examples of Emergencies that could necessitate an evacuation.

Bushfire	Fire	Bomb Threat	Custody Case
Hold Up	Toxic Fumes	Hostage Taking	Gas Leak
Siege	Flood	Medical	

Our two relocation areas are the parkland area accessed by going under Plenty River Drive with collection from Kundy Close/Lebunya Court and Greensborough Park collecting off Kalparrin Avenue.

When it is unsafe for children, educators, staff and visitors to remain inside the facility, the Chief Warden/Early Childhood Commander on-site will take charge and activate the IMT if necessary.

- **Call 000** and inform emergency services of the nature of the emergency.

- Determine which of your facility's pre-identified on-site evacuation points is most appropriate to use.
- Assemble children, educators, staff and visitors at your nominated on-site evacuation assembly points: double gates near climbing frame, double gates near bike track, gate near children's bathroom.
- Take the child attendance list, educator and staff attendance list, your Emergency Kit/First Aid Kit, individual children's medical kits, and a copy of this EMP.
- Once at the assembly point, check all children, educators, staff and visitors are accounted for.
- Ensure communications with emergency services is maintained.
- Wait for emergency services to arrive or provide further information.
- Confirm with emergency service personnel that it is safe to return to normal operations.
- Seek advice from your Approved Provider/Licensee or Person with Management or Control/Licensee Representative if required.
- Maintain a record of actions/decisions undertaken and times.
- Contact parents as required or as per service policy.

Actions after on-site evacuation/relocation procedure

- Ensure any children, educators, staff or visitors with medical or other needs are supported.
- Determine whether to activate your parent reunification process.
- Determine if there is any specific information educators, staff, children and visitors need to know (e.g. parent reunification process or areas of the facility to avoid).
- Print and issue pre-prepared parent letters as appropriate.
- Undertake operational debrief with educators, staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.
- Complete your Post Emergency Record form (refer to Appendix 4 of the *Guide to Developing Your Emergency Management Plan*).
- Education and care services and children's services are reminded that they must report serious incidents to the relevant DET QARD Area Team in accordance with relevant regulatory requirements. This can be submitted on-line via the NQA IT portal. Service agreements also require approved providers or licensees to notify DET in the event of a serious incident.
 - Education and care services operating under the NQF refer to the fact sheet *Serious incidents and complaints* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/nqffactsheets.aspx

Children's services operating under the Children's Services Act refer to the practice note *Serious incidents* available at:
www.education.vic.gov.au/childhood/providers/regulation/Pages/vcspracnotes.aspx

WE ALL LOOK FORWARD TO A GREAT YEAR IN 2020

**PLEASE DO NOT HESITATE TO ASK IF YOU HAVE ANY QUESTIONS.
 STAFF AND THE COMMITTEE ARE MORE THAN HAPPY TO CHAT ABOUT ANY
 QUERIES YOU HAVE.**