



CANNING VALE
PREKINDY
INC.

**PARENT'S
HANDBOOK
2017**

WELCOME

Welcome to the Canning Vale Prekindy. We look forward to a fun filled year with you and your child. With us your child will explore and discover. They will develop skills and share experiences with other children.

This handbook contains general information about the prekindy to help with the smooth transition between home and the program. Please read the information in this book and do not hesitate to discuss any aspect of the program or the information in this booklet with our staff.

MANAGEMENT

Canning Vale Prekindy Inc. is a community based, not-for-profit organisation managed by a committee of parents and interested community members.

Canning Vale Prekindy Inc is an approved provider of an approved early childhood education and care service. The program and service are approved through the Australian Children's Education and Care Quality Authority (ACEQCA) and the Early Childhood Education and Care Services Regulatory Unit of Western Australia (ECRU).

Every family with a child enrolled in the program is a member of the Canning Vale Prekindy Inc. **The organisation relies on the willingness of all members to contribute to the running of the prekindy including participation in fundraising activities, busy bees and other activities.**

LOCATION

The Prekindy program operates in the activity room and garden of the Canning Vale Community Centre (cnr Waratah and Eucalyptus Blvds, Canning Vale). The facilities are jointly owned by the City of Canning and the Education Department and managed by the City of Canning. The City of Canning grants the prekindy a licence to use the facilities. At times the facilities are also used by other community and government groups.

ENVIRONMENT

The Prekindy environment is warm and welcoming. We maintain an alcohol, substance and smoking free environment that is well ventilated and well maintained. The facilities include a natural outdoor environment, which is an important part of the early learning program.

STAFF

Teacher/Coordinator: Lisa Vreeken – Bachelor of Education/Diploma of Teaching (Early Childhood)
Assistant Educator and Admin Assistant: Shenette Terrill - Certificate III in Education Support

Our staff are committed professionals with a passion for early childhood education. As well as specific early childhood qualifications our educators have first aid, emergency asthma management and anaphylaxis management training and Working with Children clearance. We have a pool of regular relief educators who are also suitably qualified and familiar with the program – many are parents of children who have previously attended the prekindy program.

Staff attend regular networking meetings and professional development as well as staying up to date with current research and practices through journals, professional newsletters and forums, and membership to professional organisations. The Teacher/Coordinator is registered with the Teacher's Registration Board of Western Australia, has been approved by the Australian Children's

Education and Care Quality Authority as a Certified Supervisor and is the Nominated Supervisor and Educational Leader of the program.

OUR PHILOSOPHY

At Canning Vale Prekindy we believe that Early Childhood is an exciting time for children to find wonder in their world - a time to explore, create, imagine, improvise and test ideas. It is a time to take a risk knowing that a safe environment and caring people will be there to support them. It is a time to explore their own identity and sense of belonging, discover and delight in diversity and discover ways of relating to others.

We believe our role as educators is to work with all the significant people in a child's life to support the development of dispositions for lifelong learning. We draw on the work of Reggio Emilia programs and the principles, practices and outcomes of the Early Years Learning Framework (EYLF)

We believe play is the vehicle for young children's learning – that through play children can explore, discover, test theories, improvise, create and imagine. Through play children develop dispositions such as curiosity, co-operation, confidence, creativity, commitment, enthusiasm, persistence and imagination.

We believe children are strong, capable and resourceful learners who come to us with a history of knowledge, experience, culture and relationships, ready to explore these further.

We believe that through intentional teaching, responsiveness to children and collaboration with families and the community we can foster each child's individual potential.

We believe that parents and families are a child's first and foremost teachers. We acknowledge, respect and value families cultures, structures, beliefs and knowledge. We believe that through an atmosphere of mutual respect, good communication, collaboration and the sharing of our knowledge of each child we can achieve the best outcomes for children

We believe that the environment plays an important role in children's learning and development. We aim to create an environment that inspires a sense of wonder and curiosity, and provokes deep thinking about important issues such as sustainability, inclusion and fairness and that caters for individual needs, interests and learning styles. We believe that children's learning happens in social contexts so we aim to provide an environment where children can interact and collaborate with children and adults to build social and cultural competence.

We believe that when we hold high expectations for children that they will have the opportunity to show us what they are capable of – we know we will be constantly amazed. We believe in the principles of equity and inclusion and aim to support all children to reach their potential.

We believe that best outcomes for children can be achieved when educators are thoughtful and reflective and seek to continually expand their knowledge and skills and strive for improvement.

THE PROGRAM

Our program is based on the Nationally Approved Early Years Learning Framework (EYLF). The framework uses the themes of Belonging, Being and Becoming to guide the development of programs for children under the age of 5.

Our aim is to provide children with a rich learning environment that will support the development of dispositions for learning and the skills and processes they will require to become lifelong learners.

Relationships, interaction and play are the vehicles for young children's learning and are fostered in our program. The program will use materials and equipment to help children think and explore – not for the finished product.

The key learning outcomes of the EYLF are:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

The program will include opportunities for group learning and activities as well as long periods of uninterrupted time for children to pursue their own interests.

Educators observe and record each child's needs and interests and with input from parents incorporate plans to meet those needs and interests into the learning program

NATIONAL QUALITY FRAMEWORK

On 1st August 2012 all early childhood services in Western Australia joined our counterparts in the rest of Australia in embracing the new National Quality Framework for Early Childhood Education and Care Services. The Framework consists of 4 elements:

1. National Early Childhood Education and Care Law
2. Nationally Consistent Regulations
3. National Quality Standards
4. The Early Years Learning Framework.

All early childhood services are being assessed against the National Quality Standards and receive a rating that is published on the ACECQA website. <http://www.acecqa.gov.au/>

THE STANDARDS

The prekindy has developed a Quality Improvement Plan to ensure that we meet the national standards in all 7 quality areas:

1. Educational Program and Practice
2. Health and Safety
3. Physical Environment
4. Staffing
5. Relationships with Children
6. Partnerships with Parents and the Community
7. Leadership and Service Management

The input of families using the service is very important in the development of the Quality Improvement Plan. You can be involved by participating in committee activities, surveys, meetings, interest groups, etc.

EXCEEDING NATIONAL STANDARDS!

In November 2014 the Canning Vale Prekindy was assessed against the National Quality Standards for Early Childhood Education and Care by the Education and Care Regulatory Unit. The Prekindy was found to be EXCEEDING in all 18 standards across 7 quality areas and so has received an overall rating of:

EXCEEDING NATIONAL QUALITY STANDARDS FOR EARLY CHILDHOOD EDUCATION AND CARE

We are very proud of what we have achieved and are committed to ongoing improvement to ensure we continue to provide the best possible environment for young children to thrive in.

SESSION TIMES

Group 1- Dangalang: Wednesday 9.15am – 11.30am & Thursday 12.30pm – 2.45pm

Group 2 - Yonga: Wednesday 12.30pm – 2.45pm & Thursday 9.15am – 11.30am

Group 3 - Moodjar: Friday 9.15am – 11.30am (for children attending one session per week only)

Session days and times are subject to change depending on enrolment numbers and demand.

FEES

Currently there is no government or any other funding available to subsidise program costs. All costs must be met through fees and fundraising.

Fees for 2017 are:

\$50 non-refundable admin fee

1 session/week - \$290 per term (10 weeks)

2 sessions/week - \$580 per term (10 weeks)

Fees must be paid for 1 term in advance. Fees not paid by the due date will incur a \$50 late fee and may result in the cancellation of the child's enrolment

There is no discount for absences or public holidays.

Fees are non-refundable except (at the discretion of the management committee) when a request is made in writing and the place is filled by another child. (Please read the enrolment and fees policies carefully)

To help meet costs a number of fundraising events will be held throughout the year.

REGISTERED CARE PROVIDER

The Prekindy Co-ordinator is a Registered Care Provider. Families where both parents are working or studying may be eligible to claim a Child Care Benefit relating to the hours the child attends our program. For more information please visit:

<http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>

and click on Registered Care for Child Care Benefit.

Receipts for Child Care Benefit are different to the receipt given for fee payment. Child Care Benefit receipts will be given at the end of each term and only to those families who request them. Please indicate on your child's enrolment form if you require Child Care Benefit receipts.

ENROLMENT

The Canning Vale Prekindy, caters for children who have turned 3 by June 30th of the year of enrolment.

Children whose birthdays are after 30th June, must enrol for the following year.

Children who turn 3 within 2 weeks of the beginning of the school year may attend, provided a parent or guardian stays with them until they turn 3.

Children who will turn 3 later in the term 1 or term 2 can be placed on a waiting list for a position that may come up later in the year. Parents wishing to hold a place for their child can pay **full fees** from the beginning of the year. Fees are Non-refundable (subject to the conditions of the Fees Policy). Children can start on or after their 3rd birthday but may attend 2 sessions prior, provided a parent or guardian stays with them.

It is preferred that children are toilet trained before attending the program.

ALLERGIES AND MEDICAL CONDITIONS

Where a child has an allergy or medical condition that may require specific action or treatment under everyday or emergency conditions it is the responsibility of the parent/guardian to discuss this with the co-ordinator. An action plan must be provided on the form provided by the service and signed by the child's doctor. It is also the parent/guardian's responsibility to keep the staff up to date with changes to the child's needs.

MEDICATIONS

If our staff is required to administer medication to your child, the appropriate forms will need to be completed and signed. Staff can administer **ONLY** medications prescribed for your child by a medical practitioner. Medicines must be correctly labelled with your child's name and handed directly to staff.

ILLNESS

Children who are ill need to be cared for at home. Ill children do not enjoy kindy and quickly spread germs to other children and adults.

We are not permitted to accept children temporarily suffering from:

- Ear/eye discharge
- Nasal discharge
- High temperature

- Any type of skin rash
- Infectious or weeping sores
- Diarrhoea
- Vomiting
- Any signs of infectious diseases.

Infectious diseases include:

- Hand, foot and mouth disease
- Herpes simplex (cold sores)
- Chicken Pox
- Conjunctivitis
- Rubella (German Measles)
- Glandular Fever
- Hepatitis A,B and C
- Impetigo (School Sores)
- Influenza – like illness
- Measles
- Mumps
- Pediculosis (Head Lice)
- Ringworm
- Scabies
- Pertussis (Whooping Cough)

Please notify staff as soon as possible if your child has a communicable disease.

Please note: Children who have had a temperature over 37.5°C or had vomiting or diarrhoea must not attend the program until at least 24 hours after the last bout of vomiting or diarrhoea and/or the child's temperature is normal without medication for at least 24 hours.

If staff believes your child is too unwell to be at kindy you may be asked to take your child home.

Children who are not immunised, do not have a complete immunisation record, are immunosuppressed or are who are receiving medical treatment causing immunosuppression such as chemotherapy will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council exclusion guidelines, even if their child is well.

EMERGENCY

If your child becomes ill or suffers an accident you will be notified as soon as it is practical or possible. If at any time the staff considers that your child is in need of medical attention it will be sought. The costs for this are the responsibility of the parent/guardian. Please make sure your contact details are kept up to date.

In the event of a child becoming ill or having an accident at Prekindy, an accident/illness form will be completed by staff and given to you to sign. This form will be kept by the service and a copy supplied to you if required.

SPECIAL/ADDITIONAL NEEDS

Canning Vale Prekindy aims to cater for children of a full range of abilities. Please discuss your child's special requirements with staff prior to enrolment. Acceptance of enrolment will be determined by the capacity of the program to meet your child's special requirements. Applications for enrolment must state your child's needs, disabilities or special requirements.

DELIVERY AND COLLECTION OF CHILDREN

Parents or guardians must accompany their child directly into the prekindy and children must be collected from the prekindy by a person authorised to collect them. Please wait outside the prekindy door and wait until your child is released to you.

Children CANNOT be allowed to leave the centre with an adult other than those nominated on the enrolment form unless WRITTEN permission from you has been received beforehand. Authorised adults will be asked to provide personal identification unless known to staff.

PLEASE BE PROMPT to deliver and collect your child. Being even five minutes late to either arrive or be collected can cause 3 year olds distress. If you are unavoidably detained please phone us as soon as possible. If you are more than 5 minutes late a Late Collection Form must be filled out. A late collection fee of \$5 per minute after 5 minutes may be applied. Regular late collection may result in the cancellation of the child's enrolment.

PARKING

It can be difficult to find parking at the Community Centre particularly at the end of the afternoon sessions when Canning Vale Primary School parents are also collecting their children. Please park responsibly and safely. Do not park in the Pick Up/Drop Off Zone in front of the community centre, in the Disabled Parking Bays or in the parking places reserved for Community Health. You may need to park further away and walk so please leave plenty of time. Shire Rangers visit on a regular basis and will hand out infringement notices.

ATTENDANCE

Children must be signed in and out of the program each session by the person responsible for bringing and collecting them. An accurate attendance record is vital in accounting for the safety of children in the event of an emergency.

VISITORS AND VOLUNTEERS

From time to time there may be visitors or volunteers in the prekindy program. Visitors and volunteers will be adequately supervised by the program staff. At no time will a child be left alone with a visitor or volunteer.

FOOD ALLERGIES OR INTOLERANCES

We have children enrolled in the program who live with anaphylaxis. Anaphylaxis is a potentially fatal reaction to certain foods. Even trace amounts of these foods can cause anaphylaxis, including traces on children's hands, toys or equipment.

Our educators undertake training in the management of anaphylaxis as well as first aid. In addition the prekindy implements other strategies to maintain a safe environment for all children. We ask for your co-operation in following these simple steps:

- Please remind your child to wash their hands on arrival at prekindy
- Please also wash your own hands if you will be staying to spend a few moments to settle your child and wash the hands of siblings who are with you.
- Supply only fruit, vegetables, cheese or yoghurt for your child's snack

- Children have access to their bags throughout the session so please make sure there are no sweets, biscuits, chocolates or other foods left in your child's bag.

Sometimes the program may involve cooking experiences and children will be invited to eat what they have cooked. It is important that educators have up to date information on foods to which children are allergic or intolerant. Please also notify your child's educators of any foods that cannot be eaten due to religious or cultural reasons.

We aim to keep all children safe while helping them to understand the need for hygiene, healthy eating and caring for others in the community.

EMERGENCY DRILLS

Emergency evacuation procedures are clearly displayed near the main exits. These will be followed in the event of fire, natural disaster or other emergency.

Safety drills will be practiced each term. Parent helpers should familiarise themselves with the emergency procedures.

SNACKS

The prekindy does not supply meals but the children are encouraged to bring a small snack of **fruit, vegetables, cheese or yoghurt only** in a clearly named container, cut up and ready to eat. If your child has other food requirements as recommended by a health professional please speak with the program staff.

Your child should also bring a clearly named drink bottle containing **water only**. Children will be able to access their drink bottles at all times throughout the prekindy session and will be encouraged to rinse their mouth with water after eating to promote healthy dental practice.

BIRTHDAYS

We love to help your child celebrate their special days. Children will receive a special birthday certificate on their birthday. We sing Happy Birthday and your child can blow out candles on our special birthday cake tin.

Due to regulations on food hygiene and allergies and our policy of encouraging healthy eating we are unable to accept food brought from home for the children to share including birthday cakes or other edible treats.

You are welcome to volunteer to be parent helper at a session close to your child's birthday to help celebrate your child's special day. Please let the staff know if you do not celebrate birthdays or if your child does not wish to celebrate their birthday at prekindy.

SUN PROTECTION

Please supply your child with a **broad brimmed, bucket or legionnaire style hat** to wear outside all year round. Please check that there is a hat in your child's bag before leaving home. Children without an appropriate hat will be offered a spare prekindy hat or will only be able to play under the veranda or indoors. Staff and parent helpers are also expected to wear a broad brimmed, bucket or legionnaire style hat when outside with the children.

Sunscreen is provided by the prekindy for **parents** to apply to their child on arrival. If you prefer you may choose to provide your own sunscreen for your child.

Parents are asked to dress children in clothing which offers protection from sun particularly on the shoulders. A top with sleeves is required.

Staff regularly check UV warnings and activities will be set up in shaded areas only when UV levels are 3 or above. Shade is provided in the prekindy garden by a combination of trees, verandas and fixed and portable shade structures.

TOILETING

We aim to support children to become independent with toileting. Please encourage your child to go to the toilet before coming to prekindy. We encourage and remind children to go to the toilet at various times throughout the session but if accidents do occur we deal with them with respect and the minimum of fuss. If your child is not yet toileting independently please discuss this with program staff.

CLOTHING

Children should wear clothing that is practical, comfortable and easy for them to manage at the toilet. ***Many prekindy learning experiences are messy.*** We provide aprons for painting and other messy activities but clothing may still get dirty or stained. Prekindy t-shirts and jumpers are available to order twice a year. We sometimes have a small supply of second hand prekindy clothing available for purchase.

Please make sure your child has a complete set of spare clothes, appropriate to the weather, in their bag every day. Should a child become wet or messy through play we will change them before they come home.

Children may remove their shoes at prekindy, particularly when they are playing in the sand. We will also ask a child to remove their shoes when climbing and participating in other activities where the type of shoe they are wearing poses a safety risk.

PREKINDY BAG

Please put all items your child is bringing to prekindy in a bag or backpack that is clearly named on the outside (Bag tags work well). The bag should be large enough and with fastenings that enable your child to easily pack all items into it themselves.

TOYS AND SPECIAL ITEMS

We recommend that toys, costumes and other treasures stay at home as they may be lost or damaged at prekindy. If your child has a special comfort toy (teddy, etc.) they may need, please discuss this with educators.

If your child would like to show us a special gift, etc. they are welcome to bring it in at the beginning of the prekindy session and give it to you to take home when you leave.

LABELLING

Please ensure all items your child brings to prekindy are clearly named. This includes spare underwear and socks!! While your child may recognise their belongings, very often other children have the same items.

GUIDING BEHAVIOUR

Educators aim to develop a warm, positive relationship with each child in the prekindy program and use an understanding of each child and positive guidance techniques.

Limits to behaviour will be clearly expressed in positive terms and reinforced consistently in a developmentally appropriate way. Children will be encouraged to settle their differences in a respectful manner. Children will be supported to express their ideas and feelings constructively and to resolve conflicts.

Educators will role model appropriate behaviour and involve families in discussion about strategies used at home.

EXCURSIONS/INCURSIONS

It is not our expectation that the Prekindy programme will include excursions outside of the Centre with the exception of visits to Canning Vale Primary School and surrounds.

In recent years the prekindy has developed a community connection and transition program with Canning Vale Primary School. This program may include visits to the library, playgrounds, kindergarten rooms, worm farms, post box, canteen, etc. It may also include visits from upper school students who read to the prekindy children.

Permission from parents for local area outings is included in the enrolment agreement and consent. Staff will complete risk assessments for outings and extra parent help is sought for each outing.

Various incursions (visitors) will be organised throughout the year depending on the needs and interests of the children enrolled in the program. We aim to meet the costs of incursions through fees and fundraising, however if this is not possible, parents will be asked for a contribution towards these costs.

PHOTOS

- Photos and videos are in important way of documenting what the children in the programme are creating and discovering. Photos and videos can be used to make further decisions about the program, to encourage children to further explore an idea they had previously and to record an ongoing exploration or idea.
- Photos will be used to create a program journal that is both uploaded to Storypark for families to view (please read information regarding Storypark in this handbook) and on display in the prekindy for the children, parents and other authorised visitors to the program to view. Photos are also used to create children's personal portfolios on Storypark and in photo collages sent home at the end of each term. Photos may be used in displays, prekindy activities and in slide shows shown at the end of each session and on special days to show family members what the children have been doing at prekindy. Program journals

and slide shows may be on display at information evenings for new families to show what goes on in the program.

- Photos are also important way for us to communicate with parents about the exciting things happening in the prekindy program and the development of their child
- It is not feasible for staff to be able to exclude certain children from photographs or cut them out of photographs taken if parents do not give permission for their child to be photographed. Therefore parents' permission is part of the enrolment agreement and consent.
- You are welcome to take photos of your child at prekindy and during special prekindy events, however, if the photos you take include other children in them these photos **may not be emailed or posted via the internet in any way**, unless the prekindy has written permission from the other child's parents for this to occur.

STORYPARK

Storypark is a secure online network where we can share photos and stories from prekindy with you. Each child has their own private digital portfolio only accessible to educators and you (and anyone you give access to). Through Storypark you can access individual and group stories, newsletters, announcements and other news, start or respond to private conversations with educators, contribute to your child's planning notes and upload your own stories about your child or family to share with educators.

You have access to your child's portfolio for as long as you want, even after your child leaves Canning Vale Prekindy and our educators no longer have access.

More information about Storypark will be provided in the Orientation pack and at the Orientation evening for parents or you can have a look at the website

https://www.storypark.com/for_families

PARENT INVOLVEMENT

Research shows that outcomes for children are increased when their parents are actively involved in their education. We encourage parents'/guardians' involvement in the program and we really appreciate your help. A blank roster will be on the table in the foyer for you to select a date/s that suits you. It is preferable for you to make other arrangements for younger siblings. However, if this is not possible younger children may attend but are the responsibility of and must be closely supervised by you. Extra parent help will also be requested for outings organised as part of the program.

The prekindy is responsible for all its own cleaning and maintenance. A contractor undertakes the cleaning but we require the assistance of volunteers for lawn mowing and busy bees.

We believe working in partnership with parents has the best outcomes for children's learning and wellbeing. We seek and value your input into the program we provide for your child. Parents are also invited to contribute to the review and development of the service Quality Improvement Plan via committee meetings and surveys.

COMMITTEE

The Prekindy Management Committee meets twice each term to discuss matters relating to the management of the program. The committee consists of a Chairperson, Secretary, Treasurer and 3-5 general committee members. The program co-ordinator is an ex-officio member of the committee and provides regular reports to the committee.

The committee is responsible for employing and supporting staff, managing financial matters, maintaining adequate insurance cover, providing advice and input into the development of policies, procedures and the Quality Improvement Plan and promoting the interests of the prekindy in the community. The committee is supported by a paid admin assistant and prekindy co-ordinator.

COMMUNICATION

There are a number of ways prekindy staff and management will communicate with you.

1. Through Storypark – community notices, learning stories, group journals, group conversations, private conversations and planning notes.
2. A regular newsletter is emailed to each family with information about the program, parent involvement, committee and service activities, upcoming events and dates for your diary, community events and services, links to articles, websites and information relating to the wellbeing of young children. (Please let staff know if you would prefer a hard copy of newsletters)
3. The program curriculum is displayed on the display board near the prekindy entry door.
4. You can join our Facebook group page - <https://www.facebook.com/groups/907106189302778/>
5. If you wish to discuss any aspect of the program or your child, you can contact your child's teacher by email, through private conversation on Storypark or make an appointment to meet outside of session times.
6. Being the parent helper during sessions is also a great time to observing your child's involvement in the program and there may be a moment to have a quick word with educators.
7. Each child has a drop file where you will find artwork, pamphlets and notices, etc.

It is helpful for your child's educators to know of any changes at home (visitors, absence of a parent or significant other, new baby, moving house, etc) as it helps cater for your child's needs.

GRIEVANCES AND COMPLAINTS

If you have a grievance or complaint relating to the program please make an appointment to discuss the matter with the teacher/coordinator. If the matter is not resolved or relates to, service management or policies please contact the committee via admin. Relevant phone numbers and contacts are on the display board above the sign in table.

CONTACTS

Educators, Admin and Committee can all be contacted by phoning 0448 101 511. Your query will be directed to the appropriate person who will return your call. Educators may not be able to answer the phone during sessions so please send a text if you would like to speak to us and we will text or call you back when we can

Emails

Teacher/Coordinator – lisa@canningvaleprekindy.com.au

Fees and general enquiries – enquiries@canningvaleprekindy.com.au

Chairperson – chairperson@canningvaleprekindy.com.au

Fundraising – fundraising@canningvaleprekindy.com.au

Education and Care Regulatory Unit: 6551 8333 or free call 1800 199 383 or ecru@dlgc.wa.gov.au

PRIVACY

We respect your privacy. We are required by regulations to collect certain information about your child and your family. We collect other information (for example about your child’s likes and dislikes) that will help provide the best possible individual care and education for your child. Only Prekindy educators, admin staff and committee use information collected in order to deliver the highest possible standard of care and education. This information will not be disclosed to those not associated with the care and education of your child without your consent.

You may request access to information held about you and your child. Access will be provided without delay (subject to the conditions of the privacy policy). A fee may be levied for any costs associated with the processing of a request.

STORING OF RECORDS

It is required that certain records be kept by the centre for the following periods after which time it will be shredded or deleted (if in digital form)

Evidence of current public liability insurance	Available at service
Quality Improvement Plan	Current plan kept
Child assessment records	Until the end of 3 years after the child’s last attendance
Medication Record	Until the end of 3 years after the child’s last attendance
Record of attendance	3 years from the day on which the record was made.
Child Enrolment Record	Until the end of 3 years after the child’s last attendance
Record of injury or accident	Until the child reaches 25 years of age
Record detailing death of a child while being cared for by the service	Until the end of 7 years after the death
Record of services compliance history	Until the end of 3 years after the Approved Provider operated the service
Record of responsible person in day-to-day charge	Until the end of 3 years after the staff member works for the service
Staff record	Until the end of 3 years after the staff member works for the service

Record of access to early childhood teachers	Until the end of 3 years after the staff member works for the service
Record of educators working directly with the children	Until the end of 3 years after the staff member works for the service
Record of volunteers and students	Until the end of 3 years after the volunteer of student attended the service

FUNDRAISING

The prekindy committee will organise a number of fundraising events throughout the year. In addition we have a number of fundraising partners. These are organisations which will donate a percentage of sales to the prekindy when parents purchase from them.

Our current fundraising partners are:

Stuck on You - <http://www.stuckonyou.com.au/>

Educational Experience - <http://www.edex.com.au/fundraising/>

Modern Teaching Aids - <http://www.teaching.com.au/jsp/NetStore/mta-fundraising.jsp>

Bubbler - <http://www.bubbler.com.au/pages/aboutus>

Simply order on line from any of these companies and nominate Canning Vale Prekindy as your fundraising recipient when completing your order.

ACKNOWLEDGEMENTS

The Canning Vale Prekindy Inc would like to acknowledge and thank the following businesses and organisations for their financial contribution to the Canning Vale Prekindy in 2015:

Bunnings Harrisdale

IGA Canning Vale

Canning Vale Primary School

City of Canning

Scott's Mowing

Lantzke and Sons

Department for Aboriginal Affairs