

St Mary's Community Preschool Casino Inc.



Family Handbook

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STATEMENT OF COMMITMENT TO CHILD SAFETY

All children have the right to be safe.

As a Child Safe Organisation, SMCP is committed to the safety, wellbeing and empowerment of all children and young people.

We have zero tolerance of child abuse. We will treat seriously all allegations and safety concerns, in line with our robust policies and procedures around Child Protection and Child Safe Environments. We stand by our mandatory reporting responsibilities as we act to protect children from harm and are guided by the Child Safe Standards in our work to be leaders in child safety.

We will ensure that child safety and wellbeing is embedded in our organisational culture, reflected in our policies and procedures, and understood and practiced in our daily pedagogy. We are committed to ensuring the capacity of our sector to do the same.

We will be responsive to the needs of all children and young people, including the cultural safety and needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disability and LGBTQIA+ children.

We will ensure that all educators have access to ongoing training that will equip them with the knowledge, skills and awareness to keep children safe. Our recruitment processes will reinforce our commitment to child safety as we seek to employ educators whose values align with that of our service.

We will ensure children's voices are heard about decisions that affect their lives and that they are empowered to use their voices to advocate for their own, and others safety.

We will provide safe physical and online environments for children which will allow them to play, learn and thrive.

We will inform and involve our families and communities in our approach to child safety and wellbeing, with children at the heart of everything that we do.

Together, we can ensure all children grow up safe, strong and smart.

St Mary's Community Preschool Casino Inc.

Introduction

Welcome to St Mary's Community Preschool (SMCP). This handbook is designed to give you the information you will need to assist your child and family while you are at the preschool and hopefully answer some questions you may have. Please talk to the Nominated Supervisor and preschool educators if you have further questions that are unanswered by this handbook. We are excited to welcome your child and family to our preschool, and hope this is the beginning of a rewarding journey for us all.

History

SMCP is a community-based preschool which caters to the diversity of families in the Casino district. The preschool was built in 1976 with a capital grant of Commonwealth funds held in trust for the community by the Catholic Diocese of Lismore on land made available by St Mary's Parish in North St Casino. In 1988 SMCP became incorporated under the Incorporations Association Act.

Centre Philosophy

The philosophical perspectives of the preschool underpin all of our actions and drive our preschool in all aspects, from management and governance, to staffing and the pedagogy that occurs with the children. Our philosophy is developed from a combination of early childhood experience, education, research in practice and training; children's voices/perspectives and family's voices and perspectives.

It is important that you know and understand the preschool's philosophy. As a preschool family, your beliefs and theories will also shape the preschool philosophy. Therefore, it is important that our philosophy is dynamic and fluid. For this reason, our philosophy is revised, reviewed and reflected upon regularly.

The need for a written statement of philosophy is highlighted in the Australian Children's Education and Care Quality Authority's (ACECQA) National Quality Standards. A written statement of philosophy outlines the principles under which the service operates and reflects the principles of the National Law, and the Early Years Learning Framework. It underpins the decisions, policies and daily practices of the Approved Provider, Nominated Supervisor, educators and staff members and assists in planning, implementing and evaluating quality experience for children.

Currently our written philosophy reads as follows:

St Mary's Community Preschool Statement of Philosophy



A community of jarjums and adults learning together on the land of the Galibal people of the Bundjalung Nation

NB: the word *jarjum* is the Aboriginal word for child. Preschool children will be referred to as jarjums throughout this document.

Our Vision for Jarjums

We want SMCP to be a service that offers high quality, play-based early childhood education. SMCP will be a place where jarjums can spend their time, energy and efforts playing and in pursuit of those things that capture their hearts and minds.

We want jarjums to have a sense of their full humanity. Though young, they each have inherent value, rights agency and their own perspectives. Just like adults, we recognise that jarjums benefit from belonging and connection, opportunities for self-mastery, creative self-expression and to discover meaningful ways in which to contribute and influence the world around them.

Our Vision for Families

We recognise that families play a substantial role in the lives of their jarjums. Learning begins at birth and families are their jarjums' first and most influential teachers. They know their jarjums intimately and can share valuable insight to their family's unique cultural contexts.

Families deserve to feel empowered, safe, seen and supported. As allies and partners with educators, families are willing to engage with the preschool in respectful, reflective, kind and courageous dialogue designed to bring about the best and highest outcomes for the jarjums.

Our aim is to build strong connections between the home and preschool so we can work together in ensuring children have positive transitions between these two significant places.

Our Vision for Educators

Guiding and nurturing young minds is a privilege and a big responsibility. It is both mentally and emotionally rigorous. It not only requires willing hands, but also strong backs, open minds and brave hearts. We want educators who teach at SMCP to have high expectations of themselves and of their jarjums. We want them to be curious and committed to their own professional practice and motivations in working with young minds. SMCP teachers need to realise, believe in and take advantage of their capacity to make a positive difference on a local and global scale through the education of the very young.

Values at the heart of our program for children, families, and educators

KINDNESS | COURAGE | HONOUR

- Playful learning, learning from and with others
- Trust and high-expectations relationships
- Thinking, critical reflection, questioning, considering multiple perspectives, and embracing uncertainty and not knowing
- Art, process over product, *the hundred languages of children*
- The role of the physical environment to inspire and influence the heart and mind
- Respectful dialogue and listening with the intent to learn
- Indigenous ways of being and knowing
- Shared decision-making and strong partnerships
- Diversity, equity, inclusion, social justice
- Awe and wonder, the joy of being fully present in any given moment
- Children's safety and wellbeing
- Nurturing teacher-learner and teacher-researcher identities that honours each educator's capacity as lifelong learners and agents of change

Practices that express our values include but are not limited to...

- Orientation visits to welcome jarjums and their families and begin the transition process
- Establishing routines that promote a sense of safety and rituals that strengthen connection, e.g. brain smart start, meeting times, meal times, relaxation times
- Offering large blocks of time for jarjums to engage in uninterrupted play
- Giving families a "meet the teacher" sheet early in Term 1 to promote connection
- Gathering data on what jarjums know, can do and are curious about as individuals and as a group, following the planning and assessment cycle of observing, analysing learning, planning for learning, implementation and evaluation, and using this to inform the curriculum
- Making visual and written pedagogical documentation to make play, learning and thinking visible to jarjums and their families as well as serving as data for critical reflection on educator thinking and learning
- Including jarjums in curriculum decision-making processes and giving them opportunity to be of service to each other in the classroom
- Inviting families to come to preschool and participate in the program
- Hosting parent-teacher yarns for connecting, planning, goal-setting and information sharing
- Having a variety of ways to communicate with families to suit different communication styles
- Identifying professional learning goals and priorities that help us live in our values
- Allocating necessary time and resources to achieve professional learning targets
- Providing non-contact time to lead educators and teachers for curriculum planning, reflection and pedagogical documentation
- Holding regular staff meetings
- Giving and receiving feedback as a means of professional learning and quality improvement
- Mentoring

How Does Our Philosophy Translate into our Actions or Daily Routine?

If you were to spend the day at SMCP, you would observe educators and children engaged in relationship building within a social context that encourages learning through play. Exploration, experimentation, problem solving and positive role-modelling are seen as central to learning through play. Through our actions we recognise the richness of learning opportunities for all children, where equality and rights are respected within daily interactions, happenings and rituals and routines embedded within our educational program. We promote an inclusive learning environment, where assumptions are challenged and educators consider how their decisions may impact children in different ways.

Acknowledgement of Country

At SMCP, we acknowledge the Traditional Custodians of the land on which we gather to live, learn and play, the Galibal people of the Bundjalung Nation.

We pay our respects to Elders past, present and emerging and acknowledge that in consultation with Aboriginal and Torres Strait Islander people we can learn from the past, reflect on the present and make plans for the future.

We thank the Bundjalung people for sharing their lands with us and we honour their connection to people, place, animals and to country.

We value our role in shaping each child's identity, supporting children to be smart and strong in culture.



Aims of our Preschool Program

The pedagogy of our preschool supports the principles of the Early Years Learning Framework (EYLF) “*Belonging, Being & Becoming*” (Revised 2023).

In the preschool setting children develop a sense of *belonging* when they feel accepted and develop attachments and trusting relationships with the educators that care for them. The concept of *being* reminds educators to focus on children in the here and now, and the importance of children's right to be a child and experience the joy of childhood. *Being* involves children developing an awareness of their social and cultural heritage, of gender and their significance in their world. *Becoming* includes children building and shaping their identity through their evolving experiences and relationships, which include change and transitions. Children's agency, as well as guidance, care and teaching by families and educators shape children's experiences of *becoming*. At St Mary's Community Preschool, we encourage your child to reach their full potential through a time of *belonging, being and becoming*.

The EYLF forms the foundation for ensuring that children in early childhood education settings experience quality teaching and learning. It has a specific emphasis on play-based learning and recognises the importance of communication and language, including early literacy and numeracy. Early childhood educators work as a team to plan and develop a program reflective of the principles, practices and outcomes within the EYLF. Using the EYLF in guiding curriculum early childhood educators at SMCP assist your child to achieve along a continuum of learning.



SMCP Daily Routine

NB: Jarjums is the Aboriginal word for children and will be used throughout this document to refer to preschool children.

7.45 a.m.	Preschool is open. Jarjums arrive with their grown-up, are greeted by educators, proceed to do their morning jobs before choosing where to play
9.00 a.m.	During their morning play time, jarjums are free to eat their fruit or veggie snack for morning tea with their peers.
10.45 a.m.	Transition and Morning Meeting in classrooms. Morning Meetings consist of an Acknowledgement of Country and the 4 core elements which make up our Brain Smart Start (Conscious Discipline)- an activity that promote unity, breathing exercises to disengage stress, a wish-well ritual for connection, and a safe-keeper commitment to direct our focus for the day.
11.00	Time to eat 1 st lunch
11.30	Jarjums transition back to play time
1.15	Tidy up and transition and Afternoon Meeting
1.30	Time to eat 2 nd lunch. After lunch, jarjums pack their belongings ready for home time.
2.00	Rest and relaxation
2.20	Jarjums' play time (inside). Grown-ups collect jarjums from their respective classrooms.
3.15 p.m.	Preschool closes

Please note: The daily routine is flexible, where indoor outdoor times are varied through the year, according to weather conditions and various happenings.

Days of Operation and Attendance

Preschool hours: - Monday to Friday 7.45am – 3.15pm

Term dates correspond with NSW State Schools with the following days being pupil free:

First two days of Term 1

First day of Term 2

First day of Term 3

First Day of Term 4

Last 2 days of Term 4

The preschool is licensed for children to be in attendance between the hours of 7.45am to 3.15pm in 2024. Please ensure that children are dropped off no earlier than **7.45am** or collected no later than **3.15pm**. A late pick-up fee may be charged if punctuality is not adhered to. Please contact the preschool if problems arise with collecting your child that day.

The preschool is licensed for 40 children aged 3 to 5 years.

Absences/Withdrawal

Please let staff know if your child is going to be absent from preschool, especially if your child is unwell, so we can be on the lookout for other cases. Preschool requires two weeks notice in writing if you are withdrawing your child from preschool so that we can fill the vacancy as soon as possible. Children who are absent for three weeks without explanation are considered no longer enrolled and their place will be given to the next child on the waiting list.

Signing In/Out

Parents/Guardians/Carers are required to sign the attendance sheet when each child arrives and departs preschool. Only persons who have been listed as Authorised Nominees on the enrolment form will be allowed to collect your child from preschool. Please notify the Nominated Supervisor of any changes. Changes and alterations can only be authorised by the parent/guardian on the child's enrolment record.

(Please refer to the Delivery and Collection of Children Policy within the policy manual found in the sign in area for more information.)

Sun Protection

SMCP is a SunSmart service that has developed a Sun Safe policy that meets the guidelines of Cancer Council NSW. Each child receives a preschool hat at the time of enrolment which ensures that they have an appropriate hat to wear for outdoor play. Preschool provides Cancer Council Kids SPF 50 sunscreen. Please encourage your child to apply sunscreen on arrival at preschool each day and assist them if they need help. If your child has a particular reaction to sunscreen, please note this on the enrolment form.

(Please refer to the Sun Safe Policy within the policy and procedure manual found in the sign in area for further information)

Health and Safety

Illness

Please do not bring your child to preschool if they are unwell. Children simply cannot get the special care they need, and it is quite likely they will infect others. Keep your child at home if they show any of the following symptoms: -

- Elevated temperature
- Eye discharge
- Vomiting
- Rashes
- Infectious illness
- Diarrhoea
- Persistent runny nose and/or cough



If your child has been unwell with diarrhoea or vomiting, please keep your child at home for 48 hrs after the resolution of symptoms.

If your child is ill during the day, you may be contacted to collect your child.
(Please refer to the Control of Infectious Disease Policy)

Immunisation

In an effort to improve childhood immunisation rates, the NSW Parliament passed the Public Health Amendment (Review) Bill 2017 that amended the Public Health Act 2010 to strengthen immunisation enrolment requirements in early childhood services. **From 1 January 2018:**

- children who are unvaccinated due to their parent's conscientious objection will no longer be able to be enrolled in early childhood education and care.

Parents/Guardians must provide a copy of one or more of the following documents to preschool prior to enrolment:

- a current AIR Immunisation History Statement showing that a child is 'up to date' with their immunisations, including where a child has an approved medical contraindication or natural immunity to one or more vaccines, OR
- an AIR Immunisation History Form for a child who does not have a complete immunisation history on the AIR and may be on a recognised catch-up schedule, which has been certified by an immunisation provider.

Medication

It is the parent/guardian's responsibility to record all medication to be given during the preschool day on the **Medication Form**. This includes recording all ointments and creams. On arrival at preschool, the parent/guardian must speak with an educator if medication is to be given, complete the Medication Form and hand the medication to an educator.

Only prescription medication will be administered (medication must be in the original container clearly identified by a label with the child's name, dosage, date, Doctor etc). Please note educators are not permitted to administer paracetamol to children that are unwell. Parents/guardians will be contacted to collect their child from preschool.

Under no circumstance is medication to be left in a child's bag or in a place accessible to children.

(Please refer to the Medical Conditions Policies within the policy folder for further information)

First Aid and Emergencies

In the case of injuries to the child, appropriate first aid measures will be taken and the parent/guardian notified if deemed necessary. If a parent cannot be notified, the Authorised Nominee listed as an emergency contact will be notified. All injuries will be reported to the Nominated Supervisor and recorded on an Incident, Injury, Trauma and Illness record.

All educators hold current First Aid Certificates and Asthma and Anaphylaxis training and update this training annually.

In the event of a serious dental/ medical emergency, illness or accident concerning a child, an ambulance will be called immediately and the parents notified immediately. Every effort will be made to contact the parents or emergency contact. However, should this prove to be difficult or if parents are unable to be contacted, it will be necessary for authority to be given for treatment to be undertaken. The parent/guardian signature on the enrolment form shall be considered as giving the necessary authority for such treatment to be undertaken.

Preschool Funding in NSW

The NSW Government through the Department of Education provides funding to NSW preschools through the Start Strong Preschool Funding Program and the Affordable Preschool Funding Program. Community preschools across the state that enrol children for at least 600 hours in the year before school receive increased subsidies from the NSW Government, with funding tied to the provision of 600 hours (or 15 hours per week) of quality preschool education. In line with Start Strong Funding, families enrolling children at preschool will be required to enrol for two days per week in order for the preschool to receive funding to support your child's enrolment.

Funding is currently targeted to children in their year before school and to disadvantaged children, aged 3 and over (See Priority of Access guidelines on the Fee Application form)

Governance and Management /Approved Provider

Our preschool operates under a community-based not-for-profit model of management. This means that we have a Management Board (currently comprised of parents of enrolled children) and any profits made by the preschool are fed back into the service. The Management Board of the preschool is referred to as the "*Approved Provider*" under the Regulations. The Management Board operates under the Associations Incorporation Act 2009, and the Model Constitution. Therefore, we have executive board member roles of President, Vice-President, Treasurer, Secretary and Public Officer, as well as general board members. These positions are elected annually and filled at each Annual General Meeting.

The Management Board (the Approved Provider) is responsible for the overall performance of the organisation. They determine the service's mission and purpose, set the strategic directions of the organisation, ensure compliance with legal obligations, ensure the on-going financial viability of the preschool, enhance the profile of the preschool in the community and recruit and orient new board/management members.

Legislative Structure

It is important that you understand the way the preschool is legislated and regulated. The National Quality Framework (NQF) came into being to ensure the wellbeing of children throughout their lives.

The National Quality Framework (NQF)

All preschools in Australia operate under an Australian Governmental Quality Framework called the *National Quality Framework* (NQF).

The Law

The foremost component of the NQF is the National Law called *Children (Education and Care Services National Law Application) Act 2010*. This Law regulates education and care services for children.

The Regulations

The way that this law is applied is detailed through the *Education and Care Services Regulations*. These regulations are the practical details and rules under the Law.

The National Quality Standards (NQS)

The NQS is a schedule to the National Regulations. The NQS is part of the Regulations. Amongst other things, the Regulations set out the minimum operational requirements organised around each of the seven Quality Areas of the NQS.

Quality Improvement Plan

The National Regulations require approved services to have a Quality Improvement Plan (QIP). The aim of a QIP is to help providers self-assess their performance in delivering quality education and care and to plan future improvements. The QIP also helps the regulatory authority with their assessment and rating of the preschool.

The Learning Framework

An approved learning framework informs the development of a curriculum that enhances each child's learning and development. The approved learning framework for preschools in NSW is the Early Years Learning Framework (EYLF) called *Belonging, Being & Becoming*. The aim of the EYLF is to extend and enrich children's learning from birth to five years and through the transition to school. It assists services to provide young children with opportunities to maximize their potential and develop a foundation for future success.

Department of Education

Under the NQF, each state and territory have its own *Regulatory Authority* that has primary responsibility for the approval, monitoring and assessment and rating of services in their jurisdiction in accordance with the national legislative framework and in relation to the NQS. In NSW the Department of Education, Early Childhood Directorate is the *Regulatory Authority*.

The Australian Children's Education and Care Quality Authority (ACECQA)

ACECQA is an independent statutory authority which promotes quality and continuous improvement in early childhood education and care and school age care in Australia. ACECQA works with state and territory governments and the children's education and care sector to implement changes to education and care that will benefit children and their families. ACECQA guides the implementation of the National Quality Framework for Early Childhood Education and Care at the national level.

StoryPark

SMCP uses the Storypark app to communicate with families and share children's participation in the program. Upon enrolment families will be sent an invitation to join our Storypark community via email. Once you have downloaded the app and set up a password you will be able to accept the invitation and consent to your child's learning being shared through this private platform. We also encourage families to use Storypark to send messages to your child's educator, upload photos or videos of your child and comment or provide feedback on information shared. Newsletters, information regarding upcoming events and important announcements are also shared via this app. Please feel free to ask an educator for assistance with connecting to Storypark.



Preschool Policies and Procedures

SMCP values the importance of clear policies and procedures to:

- Ensure there are common expectations about how things are done at St Mary's Community Preschool,
- Promote consistent practice and quality improvement

The management team (the Approved Provider, the Nominated Supervisor) write and review the policies and procedures that inform the way the preschool is operated. Families and children are also able to contribute to policy development. Policies are informed by all the legal documents that the preschool is governed by, including the Education and Care Services Regulations, the National Law, WH&S legislation, Fair Work Australia, the NQF and other relevant sources. It is expected that all families at the preschool adhere to the policies and procedures of the preschool and refer to them when needed.

These policies will aid you, should you need to find information on the complaints handling process, work-place health and safety (WH&S), codes of conduct, child protection, mandatory reporting procedures and policies relating to working with children.

The Policy Folder is located in the sign in area and we encourage you to read and refer to them at any time. A copy of the Children (Education and Care Services National Law), the Education and Care Services National Regulations, and the National Quality Standards for Early Education and Care are available from the office and we encourage families to refer to them at any time. A copy of the preschools Quality Improvement Plan is also available from the office for reading and referring to.

Emergency Procedures

It is important that you understand and comply with any emergency procedures that the preschool has. Primary emergency procedures include evacuation, lockdown and shelter in place. Our emergency assembly area is located at the front gate. Diagrams of the evacuation route are located in each preschool room, the office area and throughout the building. If you are spending time at the preschool, please take time to familiarise yourself with the evacuation procedures.

Educators and children participate in Emergency evacuation rehearsals every 3 months and families will be notified when this is scheduled to occur.

Healthy Eating

We encourage healthy eating at SMCP in line with the Munch and Move Program. Please include healthy food choices in your child's lunch box and avoid the following items: - **Soft drinks, sweets, chocolate-coated biscuits or iced cakes, muesli bars, rollups, chips and sweet biscuits/cakes.**

(Please refer to the Nutrition and Food Safety Policy for further information)



Management of Anaphylaxis

SMCP aims to contribute to the prevention, recognition and management of food allergy and anaphylaxis in all children under our care. Anaphylaxis always requires an emergency response and the preschool needs to plan the way we will respond to unexpected situations. Parents/guardians are required to provide the following information if their child is known to have anaphylaxis:

- Inform the Nominated Supervisor, either on enrolment or on diagnosis, of their child's allergies
- Develop an anaphylaxis risk minimisation plan with educators
- Provide SMCP with an anaphylaxis medical management action plan signed by the Registered Medical Practitioner giving written consent to use the auto-injection device in line with the action plan
- Provide SMCP with a complete auto-injection device kit
- Regularly check the adrenaline auto-injection device expiry date
- Assist educators by offering information and answering any questions regarding their child's allergies
- Notify the Nominated Supervisor of any changes to their child's allergy status and provide a new anaphylaxis action plan in accordance with changes
- Communicate all relevant information and concerns to educators, for example, any matter relating to the health of the child; and
- Comply with the service's policy that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the service or its programs without that device.

For further information please refer to the Medical Conditions Policy/Anaphylaxis Management Policy found in the sign in area in the policy manual.

Communication with Families

At SMCP, we acknowledge that families are the primary influence in the child's life. We believe that learning outcomes are most likely to be achieved when educators work in partnership with families.

Educators will:

- Ensure that respectful and supportive relationships with families are developed and maintained.
- Ensure there is shared decision making with families.
- Ensure that communication with families is continuous, honest, open and two-way.
- Ensure that families have opportunities to be involved in the preschool and contribute with authenticity to the decisions of the preschool.
- Ensure there are processes for communicating with families in place.
- Ensure there is current information about the service available to families at all times.
- Support families in their parenting role.
- Respect the values and beliefs of the family regarding childrearing.

Important Things for You to Know

What to Bring to Preschool?

- **A good-sized preschool bag or backpack** (one your child can manage themselves). The bag should be large enough to hold a lunch box and 2 sets of spare clean clothes in case of accidents. The preschool encourages self-help skills, one of which is encouraging children to pack up his/ her belongings.
- **A healthy packed lunch (enough for two sittings).** Families are asked to provide a healthy and nutritious lunch for their child. (Sandwiches, salads, fruit, yoghurt, lasagna, spaghetti, quiche, baked beans etc.) Please pack plenty of nutritious food for your child to eat. Children may enjoy a sandwich for first lunch and second lunch. Lunch boxes will remain in children's bags – please ensure they have an ice brick and are clearly labelled.
- **A water bottle** – clearly labelled and placed on the Hydration Station outside your child's room.
- **A hat for sun protection.**
- **A sheet (only needed if your child is likely to sleep at preschool).**
- **A change of clothes, including underwear.** (Please dress your child in comfortable easy-care clothing that you don't mind getting dirty). **Please label all children's belongings.**

Please note that SMCP provides fruit and vegetable snacks for morning tea.

Useful Contacts

Phone: 02 66621684

Mobile: 0438 842 809

Email: admin@smcp.org.au

Website: www.stmaryscommunitypreschoolcasino.org.au

Facebook: St. Mary's Community Preschool Casino Inc.

NSW Department of Education:

Ph: 1800 619 113 (toll free)

Email: ececd@det.nsw.edu.au

Website: <https://education.nsw.gov.au/early-childhood-education>

Postal address:

Information and Enquiries

Early Childhood Education and Care Directorate

NSW Department of Education

Locked Bag 5107

PARRAMATTA NSW 2124

Storypark [Families – Storypark](#)

For information regarding our services policies and procedures please follow the steps below:

1. Open Storypark Families app
2. Click on 'Me'
3. Select 'St Mary's Community Preschool Casino'
4. Open files for each policy under 'Documents' heading

Privacy: Collection of Information

St Mary's Community Preschool Privacy Collection Statement

SMCP is committed to maintaining all personal information provided by children, families, staff, management, volunteers, students and the community in accordance with our Privacy Policy and the Australian Privacy Principles.

Each family, staff member, volunteer, student and committee member are provided with a privacy collection statement upon enrolment, commencement of employment or induction.

This statement outlines the type of personal information collected by this service and how information is acquired, used and shared. We will not sell personal information to any third parties. See our full Privacy and Confidentiality Policy for detailed information or contact us on - Ph:(02)66621684 email marytots@bigpond.com

What is personal information? How is it collected and why?

What information is collected?	How we collect information?	Why we collect this?
Medical information, health and immunisation.	Enrolment form. Immunisation history statement. Health care cards – Medicare and health fund information. Accident, illness and injury forms.	To ensure the health and safety of every child and as a requirement under Family Assistance Law and the NSW Public Health Act 2010.
Income and financial details, includes credit card and banking information.	Enrolment form. Employment record. Fee payment and purchases.	For the provision of the education and care service and as required under Family Assistance legislation and as per Funding Agreements with the Department of Education.
Contact details of family and emergency contact information.	Enrolment form. Employment record. Updated details form.	Required under the Education. and Care Services Regulation.
Children's developmental records.	Observations. Assessment of children's learning. Programming documents. Communications with families.	Required under the Education. and Care Services Regulation and to provide a high-quality education and care service.

Family Assistance information	Enrolment form Employment record	Required under the Family Assistance legislation and under employment legislation under Income Tax legislation.
Legal information	Enrolment form. Employment record. Court orders or AVOs.	Required under the Education and Care Services Regulation.
Employment and nationality	Enrolment form. Employment record.	Required under employment legislation and to provide priority of access under commonwealth and state legislation.
Qualifications	Employment record. Certified copies of documents.	Required under the Education and Care Services Regulation.
WWCC, criminal history checks	Employment record. Originals of documents.	Required under the Education and Care Services Regulation.
Staff entitlements	Payroll records. Tax File Number.	Provision of entitlements.
Any information required to be recorded under the National Law and Regulations, the Family Assistance Law other relevant information collected to support the enrolment of a child	Enrolment form. Employment record. Complaints records.	Required under appropriate legislation.

Personal information is information that personally identifies an individual, such as a name, residential or email address and includes information relevant to the enrolment process, credit card information, billing records, documentation of a child's learning and development, and recorded information regarding complaints.

Publicly available information, such as information on a public website profile is not considered personal information.

SMCP only collects personal information when individuals specifically and knowingly elect to provide this, such as when individuals enrol a child in the service, pay fees or subscriptions, and provide health or family information to support the inclusion of a child.

SMCP complies with the Payment Card Industry Data Security Standards (PCIDSS) when handling credit card transactions and securely stores all credit card information for credit card payment/EFTPOS payments in accordance with the Fees policy.

Direct communications

SMCP uses individual's personal information to send information by post, email or telephone. Individuals are provided with an opportunity to elect not to receive such information upon enrolment or through written notification to the preschool.

If individuals do not wish to receive direct communications, contact our service directly on **(02) 66621684** or **admin@smcp.org.au**

What happens with personal information?

SMCP will strive to let individuals know how any personal information will be used at the time of collection. Individuals will be asked if personal information can be used to establish contact with them regarding other aspects of organisational business. This service will not sell or trade individuals' personal information to other third parties.

SMCP collects and uses personal information generally to provide individuals with the information and the services they request, to provide appropriate and relevant information pertaining to the education and care of a child/children, and to continue to improve service quality.

Where is personal information stored?

Personal information is stored in a safe and secure manner, using locked filing cabinets or a password protected database and computer. Information is backed up electronically and securely stored. Data will not be altered or destroyed except in extraordinary circumstances.

Hard copy information is stored at the service, which is secured to prevent entry by unauthorised people. Any personal information not actively being used may be archived, in accordance with regulatory requirements.

Personal information will remain on the service database indefinitely until personally advised by a customer that information is to be removed, unless information has been archived or destroyed at an earlier date in accordance with privacy law and regulatory requirements.

Access and updating personal information

Individuals may ask to access, update or delete personal information held about them at any time. Reasonable steps will be taken to verify an individual's identity before granting access, making any corrections to, or deleting information. If a customer wishes to make a complaint, please refer to the Complaints Handling Policy.

Individuals requiring access to, or wanting to update personal information, can contact SMCP on (02)66621684 or email – admin@smcp.org.au

Statutory Legislation & Considerations

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations
Children's Guardian Act 2019
Australian Privacy Principles – www.oaic.gov.au
Office of the Australian Information Commissioner – www.oaic.gov.au
Privacy Act 1988 (Privacy Act) – www.oaic.gov.au/law/act
Early Childhood Australia – www.earlychildhoodaustralia.org.au
CELA - Sample Policies

