



Nurturing confident and creative learners.

Early
learning

Parent handbook

Uniting



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Welcome

Uniting provides early childhood education and care services to strengthen the wellbeing of children, families and local communities.

Strong wellbeing in a child's early years lays the foundation for improved outcomes in later life.

We partner with you to pave the way for your child's development while they play, learn and make friends.

Our welcoming environment is rich with opportunities for your child to grow emotionally, socially, physically and intellectually.

Our programs:

- Connect your child with their friends, family, culture and community as they learn about themselves, each other, and the world around them
- Use sensory learning experiences to inspire imagination and the spirit of adventure
- Create learning journeys rich in numbers, nature, arts, and languages to shape your child's lifelong learning skills
- Nurture your child's health, wellbeing and physical activity to encourage them to flourish in all aspects of life.

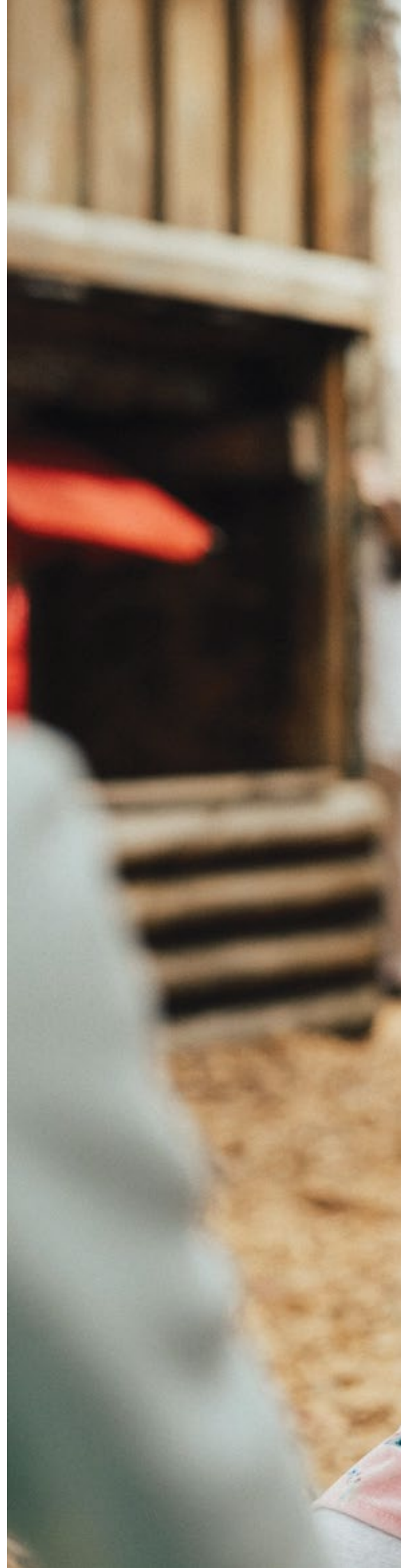
Our early learning services across Victoria and Tasmania are purpose-built to meet family and community needs.

Our early learning, family day care, occasional care, kindergarten, out-of-school- hours care, and vacation care services help take the pressure off working families, with Kindergarten Inclusion Support and Preschool Field Officers providing further support for children with additional needs.

Welcome to Uniting early learning.



Fiona Balsillie
Executive Officer
Uniting Vic.Tas early learning





Enjoying
playful
spaces.

The importance of early childhood learning

Early childhood education services are essential to the wellbeing of families and their local communities. They provide opportunities for children's learning, development and social engagement, which build stronger families.

Learning begins at birth

From the moment they're born, children begin acquiring knowledge, learning new skills, and developing attitudes and behaviours they will carry into adulthood. We're committed to laying a solid foundation for children and their families to ensure they have the best possible opportunities in life.

Early learning lasts a lifetime

A child's brain develops at a rapid rate. Early learning experiences last a lifetime and can enhance your child's innate long-term potential, building a strong foundation for all future learning and development.

Nurturing children in positive and inquiry-based environments encourages them to actively explore their world, discover themselves, and build healthy relationships with other children and adults.

We support children to develop and learn important social and emotional skills through play. We encourage interactions with peers that help develop language and apply concepts through real world learning.

We provide children with opportunities for extended play. In play, children are supported in their thinking by a teaching team that believes every interaction with your child counts.

We help lay the foundations for knowledge and skill-building through environments rich in letters, numbers and creative activity.

Those first years matter

Early learning is an opportunity for children to grow socially, emotionally and intellectually.

We provide opportunities for children to explore their creativity, communication, fine motor and analytical-thinking skills to foster healthy self-confidence and acceptance of others.

Our educators nurture these qualities in all children.

We recognise children as individuals and provide opportunities for them to be included in their educational program. We work closely with families to assess each child's needs and can provide additional resources and links to community support services.

About Uniting early learning

Uniting is the community services organisation of the Uniting Church in Victoria and Tasmania. We have worked alongside local communities across both states for over 100 years.

Empowering children and families to learn and thrive is a key area of our work.

Our services include early learning, family daycare, occasional care, kindergarten, out-of-school-hours care and vacation care. We also provide Kindergarten Inclusion Support and Preschool Field Officers to support children with additional needs across hundreds of kindergartens in Victoria.

Our qualified and experienced early learning team provide child-focused programs to enable growth and success.

We use modern, theory-based approaches to support your child in individual and group settings, creating environments to nurture independence, resilience and curiosity.

Our guiding principles

Inclusion

Each child, their family, and caregivers deserve to be active participants in learning, influence the learning environment, and feel a sense of belonging in their community.

Child as a citizen

We recognise each child as a citizen and value their rights in our services and in the wider community.

Equity

We actively support all children, families, and caregivers to access opportunities to thrive and participate in society.

Learning

Learning is more than teaching. We create experiences and environments for all children to learn about themselves, other people, and their world.

Quality

We strive for continuous improvement and take action to deliver consistently high-quality education and care.



Welcoming all communities

Our commitment to diversity

We work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every faith, ethnicity, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

The work we do is all about giving people the support they need to live happy and meaningful lives. We are committed to being people-focused and rights-based.

Our vision for reconciliation is all people standing together to create socially just and culturally safe relationships with, and opportunities for, Aboriginal and Torres Strait Islander peoples.

Uniting is committed to reconciliation between Aboriginal and/or Torres Strait Islander peoples and all non-Indigenous Australians and to continuing the journey towards reconciliation started by our founding organisations.





Uniting early learning services

Early learning

Early learning provides education and care for children aged from birth to 6 years each weekday.

Education is an important part of all our early learning programs. Each child's learning and development is assessed and planned for consistently, with learning spaces created to support the individual needs of each child.

Some of our services offer meals throughout the day, including morning tea, lunch and afternoon tea. Menus are individual to each service, influenced by the families and tailored to meet the needs of the children. Some of our services are not able to supply all meals, so please check when enrolling.

All our early learning services operate from approved and registered facilities. Hours of operation may vary from service to service.

Kindergarten

Uniting offers funded sessional kindergarten for 3 and 4 year old children.

From 2022, all children in Victoria are eligible to access 2 years of a funded kindergarten program before they commence school.

Childcare

Your child will create social groups, test out ideas, challenge others' thinking and build new understandings. Our supportive environment encourages them to make choices, ask questions, solve problems and engage in critical thinking to build their desire to learn.

Curriculum

Our services follow the national curriculum guidelines to ensure your child:

- Develops a strong sense of identity and wellbeing
- Connects and contributes to their community
- Learns to be a confident and involved learner
- Is an effective communicator.

We help lay the foundations for future learning through environments rich in letters, numbers and creative experiences.

Early learning frameworks

We have approved frameworks to guide our programs.

These frameworks include:

- Belonging, Being and Becoming (The Early Years Learning Framework for Australia)
- My Time, Our Place (The Framework for School Age Care in Australia)
- The Victorian Early Years Learning and Development Framework (Victorian services only).

Each of these frameworks describes the principles, practices and outcomes used to support and enhance children's learning. Our services may use one or a combination of these frameworks to guide the development of their programs.

Some of our services also follow a specific educational philosophy such as the Steiner and Montessori approaches.

To understand more about the approaches used, please speak to educators at your service.

School Readiness Program

All funded kindergarten programs receive School Readiness Funding. The funding helps children get more out of their time at kindergarten. It can be used to purchase programs and supports. This includes programs to support children's language development, resources for educators to help children manage their emotions or to fund professionals such as speech therapists to work with children, teachers and families.

Our community

We know parents are the most important people in a child's development. We welcome you to actively participate in your child's learning by contributing to program development or interacting with our early learning communities.

Our environment

With a strong focus on indoor and outdoor programs, we celebrate the natural environment and use sustainable materials in our spaces, providing fun, stimulating and sensory experiences.



**Fostering
spirit. Being
adventurous.**

Enrolments

There are 2 ways to enrol into our programs. For some sessional kindergartens in Victoria, we partner with local government who manage part or all of the enrolment process. All other enrolments are managed and processed by Uniting. For information on how to enrol in a Uniting program, contact your local service or visit earlylearning.unitingvictas.org.au

Priority of access

In accordance with the Kindergarten Funding Guide, and the Department of Education and Training's Priority of Access Guidelines, Uniting has developed a priority of access that takes into account both state and Commonwealth criteria.

Our priority of access policy:

- Promotes fair and equitable access to our early learning programs
- Supports all eligible children to access our programs, including those who face barriers to participation
- Does not inadvertently present barriers to participation.

Xap Early Learning Management System

Xap is an all-in-one early learning management system used by early learning services across Australia.

The Xap guardian portal is a self-service tool that quickly has become our most popular feature and is the most commonly used application in the early learning industry.

You can view real-time updates about your child using Xap Smile mobile app or through the Xap guardian web portal.

Some of our early learning services also use additional software to communicate your child's learning journey with you.



Our early childhood educators

The National Quality Framework for Early Childhood Education sets out the minimum qualification and educator-to-child ratio requirements for children's education and care services. All our educator qualifications and educator-to-child ratios comply with relevant state and territory legislation.

Qualifications

To ensure the best outcomes for your child, our early learning staff have a minimum Certificate III in Early Childhood Education and Care or equivalent, approved by the Australian Children's Education and Care Quality Authority. We also have educators who hold a Diploma in Early Childhood Education and Care, and/or a Bachelor of Teaching (Early Childhood Education).

Professional development

Uniting invests in the professional development of our people to equip educators with the skills they need to provide safe and nurturing environments to all children.

Culture and language

We celebrate the vibrant cultures of our communities. Educators in many of our metropolitan services speak a range of languages reflective of families in their local community.

Family and community

Our early learning services work with families and local communities.

Parents are the most important people in a child's development. We encourage you to be active in your child's learning by contributing to program development or interacting with our early learning communities.

Parental participation and support

Establishing and maintaining good partnerships between families and our educators is essential.

It is important all parents, family members and friends feel welcome and at ease while their child attends a Uniting early learning service.

Effective communication and partnerships with families about the education and care their child receives is supported by ongoing, 2-way communication. Families can provide invaluable information about their child's interests, strengths and abilities. They can also give feedback to help our educators develop practical program plans focused on meeting the individual needs and interests of children and their families.

You can expect:

- Warm, welcoming and friendly educators
- Open, honest and respectful communication
- Confidentiality in discussing matters with our educators.

Parents are encouraged to:

- Speak with educators at the beginning and end of the day/session, to exchange information about your child
- Advise our educators of any changes in your family situation that may affect your child
- Provide feedback relating to the program
- Participate and assist on the parent group/committee and with service activities
- Support the program by sharing your interests and ideas, for example, music, cooking, craft work, gardening, dancing and storytelling
- Share cultural information

- Provide feedback on policies, National Quality Standards, surveys, and other requests
- Discuss thoughts or concerns about the service with our early childhood educators.

Open door policy

Parent participation is highly valued in our early learning services. Whether it's helping out in the program, the office, or on a committee, you are always welcome to be part of the program. If you are interested in spending some extra time, please let your child's educators know. This will be dependent on COVID-19 advice from the Department of Health and Human Services.

Family and visitors code of conduct

Any person entering a Uniting early learning service is expected to conduct themselves in a manner that does not pose a risk to the safety of children and educators of the service. If educators believe a person poses a risk to children or others, the person will be required to leave the premises and the police will be called if necessary.

This could include anyone using inappropriate language, displaying inappropriate physical behaviour or anyone believed to be under the influence of alcohol and other drugs.

Family feedback

We welcome all feedback, including complaints, compliments and suggestions from children, families and the general public. This feedback provides information to inform improvements to service delivery and organisational practice.

If you want to provide feedback about an early learning service, please speak directly with your child's educator or the service coordinator. You can also contact early learning on **03 9192 8100** and ask to speak to an early learning representative or email earlylearning@vt.uniting.org



**Exploring
friendship.
Feeling safe.**

Health and wellbeing

Good health and wellbeing in a child's early years lays the foundation for improved outcomes in later life. Providing support for each child's growing competence, confidence and independence is important.

Responsive relationships, engaging experiences and a safe and healthy environment all play a role in supporting healthy mental and physical wellbeing.

Uniting's early childhood educators work closely with families and where relevant, health care professionals, to ensure each child's specific health and wellbeing requirements are met.

Immunisation

Before enrolling a child (under the No Jab, No Play, and No Jab, No Pay legislation), early childhood education and care services must first receive evidence the child is up-to-date with all vaccinations due for their age, or are on an approved catch up schedule.

At Uniting, we require every family to provide an Immunisation History Statement (IHS) for each child from the Australian Immunisation Register (AIR).

This is the only document our services will accept to demonstrate a child's immunisation status.

Parents can print a copy of their child's IHS from their myGov account or:

- Call the AIR on **1800 653 809**
- Visit a Medicare or Centrelink office. Families who do not hold a Medicare card must call the AIR to request an IHS.

More information about the No Jab, No Play, and No Jab, No Pay legislation is available on the National Centre for Immunisation Research and Surveillance website.

Supervision

We take the safety of children very seriously. Our educators work in ways that enable ongoing and consistent supervision of children at all times, ensuring every child is within sight and/or hearing of an educator. Our teams arrange spaces to ensure children can be effectively supervised and consistently communicate with each other about their supervision of children.

Emergency care

Our educators are required to maintain current first aid, CPR, asthma and anaphylaxis training.

In the rare event of a serious medical emergency, our educators will contact you as soon as possible. In some circumstances, they may choose to call an ambulance to provide them with support and advice.

If for some reason your child needs to be transported to hospital, where possible one of our early childhood educators will accompany them. If this is not possible, they will travel in the care of the ambulance officer.

It is a requirement of the Education and Care Services National Regulations that parents or guardians sign an authorisation, enabling our early childhood educators to seek emergency medical or ambulance assistance if necessary. This authorisation is located on the child's enrolment record.

Our educators maintain records of any accident, injury, illness or trauma that occurs at the service. Parents will be notified as soon as possible and will be asked to sign the record. A copy of the record can be provided on request.

Medication

To ensure the health and wellbeing of the child, medication (including prescriptions, over-the-counter, and homeopathic medications) will not be administered to a child at a service without the authorisation of a parent or authorised person. This includes during offsite excursions and activities.

In the case of an emergency, we will get verbal consent from a parent or authorised person, or follow instructions given by a registered medical practitioner or from emergency services.

In the case of an anaphylaxis or asthma emergency, medication will be administered following the instructions on your child's medical management plan. In this circumstance, a parent and/or emergency services will be contacted as soon as possible.

When educators are required to administer medication, they follow regulatory requirements, such as written consent, and follow the guidelines of the relevant policy and procedures.

Our educators will only administer medication if:

- All details are completed and recorded in the medication authorisation record for each day medication is required, or as outlined in the medical management plan from the child's physician or emergency services
- Medication is currently in date, in its original container with the original label, and has been prescribed for that child
- The first dose has been administered by the parent/guardian at least 24-hours prior to attendance at the service in case of an adverse reaction
- Two of our educators are present to administer and supervise the correct dosage of medication, except in our family day care programs, where the educator will administer medication on their own.

Please ensure all medication is handed to an educator once the medication record has been completed.

Children who require an EpiPen or Ventolin must have these medications in a thermo bag at the service for the child to attend the service each day.

For more details on our Administration of Medication Policy, go to our early learning website or contact your early learning service.

Illness and infectious diseases

In the interests of the health, safety and wellbeing of all children and our staff, children who display signs of illness must be kept at home. If your child becomes ill while at the service, you will be contacted and asked to collect them or arrange to have them picked up as soon as possible.

Please let the service know if your child is going to be away, particularly if they have been diagnosed with an infectious illness.

Our educators are required to notify all parents when a child attending the service has been diagnosed with an infectious disease. This will be communicated via a notice displayed prominently in the entrance to the service. Fact sheets relating to the illness or infectious disease are available on request.

Our educators will follow the advice of the relevant government body should specific measures be required following a notification of an infectious disease.

For a full version of our Dealing with Infectious Diseases Policy, or if you have any questions, please contact the staff at your early learning service.

Safety and emergency procedures

Each early childhood service has an Emergency Management Plan, which follows emergency evacuation procedures. These evacuation procedures are displayed and practised every 3 months. A variety of scenarios will be practised throughout the year. Educators will try to inform you when a drill is to occur.

All Uniting services have Emergency Response and Business Continuity Plans for COVID-19 and environmental disasters.

Child safety standards

Uniting believes that all children and young people have the right to be and feel safe.

Uniting complies with the Child Safe Standards and ensures the safety of children is promoted, child abuse is prevented and allegations of child abuse are responded to properly.

Our commitment to child safety

Uniting takes its responsibility to child safety seriously.

The Keeping Children Safe Policy is the Uniting Church's commitment to the provision of safety for children. We are committed to provide safe environments where children are cared for, respected and nurtured.

Our early learning website provides links to our current policies that relate to our services and programs.

To view a full version of our Keeping Children Safe Policy, or if you have any questions, please contact the educators at your early learning service.

Working with children and vulnerable people checks

To support our organisation's commitment to children's safety, certain roles and activities in our services require all adults to hold a Working with Children or Vulnerable People Check.


If a parent or family member wishes to volunteer regularly as a parent helper, volunteer in a program, or help out on an excursion you will need a volunteer or full Working with Children Check (Victoria) or Working with Vulnerable People Check (Tasmania).

Victorian volunteer checks are free, Tasmanian volunteer checks have a small fee.

For more information on Victorian Working with Children Checks, visit workingwithchildren.vic.gov.au

For more information on Tasmanian Working with Vulnerable People Checks, visit cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications/apply



A young boy with short black hair is sitting on a wooden table, laughing heartily with his eyes closed. He is wearing a long-sleeved sweater with horizontal stripes in blue, yellow, and grey, and blue jeans. His hands are resting on the table, which has some colorful toys on it. In the background, there are wooden bookshelves filled with books, and a red chair is partially visible. The scene is set in a library or a study area.

**Skills for
school.
Learnings
for life.**

Nutrition

Some of our early learning services and kindergartens prepare meals on site. Food safety and accommodating dietary requirements are important to us.

Where families are required to supply food, we encourage you to be mindful of healthy eating, allergies and include enough food so your child won't get hungry throughout the day.

Please remember all our early learning services are allergy aware. Please check with your local service if a particular food is excluded.

Sun protection

In collaboration with Cancer Council Victoria, we have developed a SunSmart Policy for all our services. We believe all children should be protected from skin damage caused by harmful UV rays.

All our educators follow appropriate sun protection measures. They promote sun safe play by:

- Appropriately scheduling outdoor time
- Using outdoor shade areas
- Implementing routines to wear sun safe clothing and sunscreen
- Working with families to increase knowledge and understanding of sun safe practices.

Parent responsibilities

Sun protection measures are essential during sun protection times (issued whenever UV levels are 3 and above). Please provide a hat (legionnaire's or wide-brimmed) and apply sunscreen to your child prior to attendance at the service. SPF 30+ sunscreen will be available at the service. If your child is sensitive to sunscreen, please discuss this with the educators as you may need to provide your own sunscreen.

Clothing

We recommend the following clothing be worn or provided for your child:

- Clothing that will allow the child to feel comfortable, relaxed and uninhibited
- For younger children, easy access clothing that allows them to increase their independence and competence in personal hygiene, care and safety
- Layers of clothing so they can adjust to changes in temperature and their activity levels
- Footwear that allows participation in physical activity
- A sun hat (legionnaire's or wide-brimmed with protection for neck and ears)
- A warm hat, coat or jacket for cold weather as outdoor play is a regular part of the program
- A complete change of clothes for children under the age of 5.

Please ensure all items of clothing are clearly labelled with your child's full name.



Administration

Service closures

Occasionally, it may be necessary for our services to close outside of their standard closure periods. You will be provided with advance notice of planned closures in order to make other arrangements.

Our educators will try to advise you of a safety closure as soon as possible.

For more information on our Service Closure Policy, please visit our early learning website or speak to the educators at your service.

Arrival and departure of children

Arrival

Arrival at the service is an important transition time for all children. You can support them by talking about the day ahead while you are on your way. Use the transition time to help our educators meet your child's needs by telling them anything useful or interesting about the previous night or day and by including educators and your children in these conversations.

Departure

Children must be collected by someone who has lawful authority to do so and is nominated on the child's enrolment form. If a different person is collecting your child, authorisation must be provided to an early childhood educator or service coordinator before the child is released into their care. This authorisation must be provided in writing or confirmed by 2 staff members over the phone (except in the case of family day care or single staff programs) and the person collecting must produce current photo identification.

Signing in and out

Each child is required to be signed in and out of the service. Please ensure your child is signed in when you arrive and signed out when you leave. If you're not sure how to do this, please speak to your child's educator. You may be contacted by the service if you don't sign your child out.

Late collection

Late collection can be stressful for your child and our educators. We ask for your cooperation in ensuring children are collected on time.

We understand things sometimes happen outside your control. If you are unable to collect your child by the end of the session/closing time, please arrange for someone else to do so and notify the service as soon as possible. Two educators will always be with your child until collected.

If you are unable to collect your child by the end of the session/ closing time, we reserve the right to charge a late fee. For further information, please see the Fee Policy.

Failure to collect a child/children

If your child has not been collected and we have not been advised you are running late, our staff will try making contact with both parents. If we can't get hold of either parent, we will call your emergency contacts.

In the rare event both parents and emergency contacts have not responded to our attempts to arrange pick up of your child, we will advise local police and seek further instruction.

Court and parenting orders

We understand sometimes families can have complex arrangements in place through court and parenting orders.

The order may prescribe who is responsible for your child and who may or may not collect the child from the service. If your child has a specific custody and access arrangement in place, please inform your educators.

A copy of any current court or parenting order is required to be given to the service. This will be attached to the enrolment form and will remain on file and all our staff at the service will be informed of the arrangements in place.

If the court or parenting order does not specify any formal contact arrangements, our educators cannot legally deny a parent access to their child.

It is your responsibility to provide information and documentation regarding changes to court and parenting orders.

Changes to enrolled care days (education and care services only)

Each of our approved childcare services are licensed for a set number of children in each group. Because of these licensing restrictions we cannot swap days, substitute children or waive fees for absences, outside our normal operating guidelines.

Increasing enrolled days (childcare services only)

Families using our services are given priority for additional places when vacancies occur. If you require extra days or need to change your enrolled days, please advise the service as soon as possible. If the day is not available, you will be placed on a waiting list for the next available vacancy.

We require a minimum 2 weeks written notice if you want to withdraw from any enrolled days.

Celebrations

Sometimes children attending our services have been diagnosed with allergies or other medical conditions.

For this reason, we have certain requirements regarding celebration foods.

Any food supplied to the children as part of any celebrations must meet the dietary requirements of the children and our policies and procedures.

If you want to provide a birthday cake or other celebratory food, please discuss this with your educators so they can advise you about the dietary needs of the children in the group.

Excursions and service events

Many of our programs offer additional learning opportunities, service events or excursions. Prior to any event or excursion, you will receive a permission form with information about the excursion or event, including learning outcomes, emergency contact information, and any costs involved. A risk assessment is developed and approved before any event and excursion. You can request to view this document at any time.

Toys and personal belongings

We know that sometimes it is fun for your child to bring a favourite toy or special item of interest from home. We will encourage all children to respect your child's item and do our best to monitor how they are being used. However, we cannot guarantee this item will not go missing or be broken during play. We suggest if the item is valuable or sentimental, it is best to keep it at home. In these cases, your child may want to bring a photo of the item to share with their friends and educators.

Photos and video

When enrolling in our services, you are asked to provide consent to photograph and video of your child for educational purposes. If you do not provide consent, we will respect your decision. If you want to discuss the use of digital media in our programs, talk with your educators as the way technology is used varies from service to service.

You can also give us permission to take photos for marketing purposes. We will always seek additional permission and advise you if any digital content will be used in media or advertising releases.

Occasionally for special events, other parents may want to take photos that could include your child. If you do not want this to happen, please let your educators know.

You can update your photo and video preferences at any time, just advise your educators and they can help you update this information.

Fees

All early learning services have fees for the programs they provide. Fees can vary depending on the amount of time your child attends and the type of service you choose.

As a not-for-profit charitable organisation, we aim to keep our fees as low as possible. While we do receive some funding from state and federal governments, it is necessary to meet the gap between the funding provided and the actual costs of operating a service.

All our fees are determined by calculating the total cost of operating the service and are reviewed annually.

Please contact your local Uniting early learning service for session details and fees:

earlylearning.unitingvictas.org.au/find-a-service

Or get in touch at:

earlylearning.unitingvictas.org.au/contact-us

Emergency contacts


In the case of an emergency involving your child, when we are unable to contact you, educators will contact your nominated emergency contacts.

When your child starts care with Uniting, you are required to provide emergency contact details.

Please advise your contacts they have been nominated and ensure they are available to respond in case of an emergency. This person must produce current photo identification.

It is your responsibility to notify the service of any change to this information. Please ensure this is done promptly.





**Nurturing
confident
and creative
learners.**

Early learning policies

Our early learning website has links to current policies for our services.

To view full versions of our policies, protocols and procedures, or if you have any questions or feedback, please contact the staff at your early learning service.

- Acceptance and Refusal of Authorisation Policy
- Administration of First Aid Policy
- Administration of Medication Policy
- Anaphylaxis Appendix
- Asthma Appendix
- Child Safety Code of Conduct
- Child Safety Policy
- Closure of Service Policy
- Community Partnership Policy
- Complaints and Grievances Policy
- Dealing with Medical Conditions
- Delivery and Collection of Children Policy
- Determining Responsible Person Policy
- Diabetes Appendix
- E-Safety Protocol
- Educational Program and Practice Policy
- Electronic Communication with Children and Young People Protocol
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy
- Environment Procedure
- Environmental Sustainability Policy
- Epilepsy Appendix
- Events, Excursions, Regular Outing and Service Policy
- FDC Annual Registration Reassessment/ Deregister Procedure
- FDC Educator Supervision Home Visits Procedures
- FDC Educator Training PD Procedure
- FDC Fee Procedure Policy
- FDC Recruitment Selection Procedure
- FDC Registration Policy and Procedure
- FDC Role of Educators in FDC Environment Procedure
- FDC Visitors at Residence Procedure
- Feedback Policy
- Fees Policy
- Food Safety Policy
- Fundraising, Bequest and Restricted Funds
- Governance Policy
- Hygiene and Infectious Diseases Policy
- Incident, Injury, Trauma and Illness Policy
- Inclusion, Diversity and Equity Policy
- Interaction with Children Policy
- Mental Health and Wellbeing Protocol
- Nutrition Oral Health and Active Play Policy
- Participation of Volunteers and Students Policy
- Personal Protective Equipment (PPE) for COVID-19 Protocol
- Privacy Policy
- Relaxation and Sleep Policy
- Reportable Conduct Scheme Protocol
- Reporting Allegations of Child Abuse Policy
- Reserve Policy
- Responding to Allegations or Disclosure of Harm or Abuse Involving Consumer Protocol
- Road Safety and Safe Travel (Children) Policy
- Staffing Policy
- Sun Protection Policy
- Supervision of Children Policy
- Tobacco, Alcohol and Drugs Protocol
- Water Safety Policy

Feedback

We welcome your feedback about our services. To share your views, please visit: earlylearning.unitingvictas.org.au/contact-us

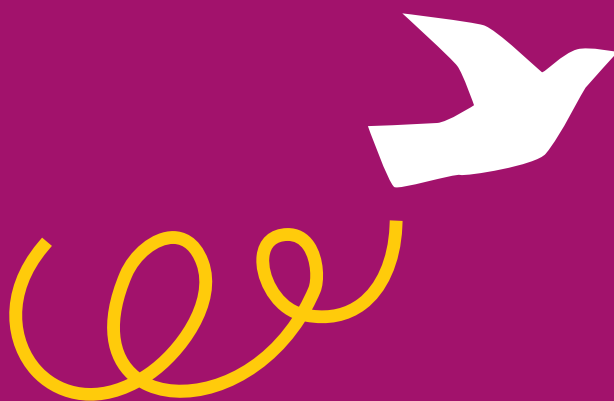
Need more information?

Find a service near you: earlylearning.unitingvictas.org.au/find-a-service

All images in this handbook have been taken at Uniting early learning services. Thank you to the children, parents and educators who have given consent for their images to be used.



The future is bright.



When we respect our history, unite toward achieving a common purpose and share common values, a collective spirit is born.

This gives us the foundation to dare to reach further than ever before and be informed by the voice of our consumers and communities to drive real, positive social change.



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Uniting (Victoria and Tasmania) Limited
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*Cover photo: Our Early Learning services across
Victoria and Tasmania help children to thrive.*