Welcome to you and your family!

Welcome to your YMCA Children's Service. We are delighted that you have chosen the YMCA for your child’s education and care.

This family handbook serves to provide families with a comprehensive overview of the expectations, procedures, policies and guidelines for each family accessing our licensed children’s services.

Please ensure you read and understand all sections of this handbook. If you require further clarification on any of the information contained in this handbook, do not hesitate to contact your Centre Coordinator or YMCA Facilitator.

We look forward to developing a great relationship with you and your family as well as working in partnership with you to ensure that your child/ren have the best possible experience that we can provide. Thank you for choosing the Y.

YMCA BALLARAT

The YMCA is a non-profit community organisation that aims to build strong people, strong families and strong communities.

St Andrew’s Child Care Centre is approved under family assistance law for Child Care Benefit purposes by the Department of Education (Federal) and licensed with the Department of Education and Training (DET).

We operate under the Education and Care Services National Law Act (2010) and the Education and Care Services National Regulations (2011).

At the “Y” we believe that:

Providing a safe, secure, engaging and welcoming environment, with great educators, high quality resources and equipment and a dedication to improving our standards is really important.

- We are committed to strengthening the bonds with the community through a partnership approach with the children, families and community agencies.
- We encourage active participation and involvement by the children, their families and the greater community into the development and evaluation of our program.
- We will ensure that each individual child’s opportunities and experiences strengthen their ability to reach their full potential.
- We value positive relationships that are based on mutual respect and trust and we will encourage open, honest and transparent communication.
- We acknowledge and value the skills and experience that each educator brings to the service and are dedicated to continually improve the standards and ethical professional practices for our educators.
Long Day Care Information
32 Ridgeway Mirboo North -Parking Available: In hall car park

Phone: 5668 2450 Email: StAndrews.Childcare@ymca.org.au

Educators for 2016
We recognise and value and the importance and uniqueness of each of our educators. We invest in every educator through our commitment in offering quality professional development opportunities, current resources, mentoring and a positive enthusiastic and tight knit team.

As a dedicated team, we will work in collaborative ways to share our knowledge and expertise. Our goal is to function as an extended family, providing your child with security and warmth as well as learning.

Important dates for 2016

CENTRE OPENS: MONDAY 11TH JANUARY

We are open school holidays.

CHRISTMAS CLOSURE: THURSDAY 22ND DECEMBER (ANTICIPATED DATE)

The Service will close at the end of the year prior to the Christmas public holidays and re-open in January. Families will be advised of the end of year dates of closure, and New Year opening date on or before October 1st.

Public Holidays

We will be closed on the following public holidays and normal fees will be charged for the days you are normally booked into on a permanent weekly basis.

Australia Day – 26th January
Labour Day – 14th March
Good Friday – 25th March
Easter Monday – 28th March
Anzac Day – 25th April
Queen’s Birthday – 13th June
AFL Grand final – 30th September
Melbourne Cup Day – 1st November
PROGRAM

Philosophy

Mirboo North Education Learning Programs Philosophy

We are supported by the YMCA Children's Services Management, a parent committee and a parent advisory group.

We aim to help develop a **strong sense of identity** within the children where children feel safe, secure and supported. It is the aim of educators to provide a welcoming, responsive and safe environment in which children feel confident and relaxed in their everyday learning. Our education and care programs act as a bridge between the home environment and the greater school environment. We acknowledge that children and families have mutual rights and every child and family are unique.

Children are connected with and contribute to their world. They develop a strong sense of belonging to groups and communities and respond to diversity with respect. We acknowledge our local Gunai/Kunai people and foster an awareness of the Indigenous culture. We value family and community and encourage mutual interaction and support of each other. We encourage parent input. We offer diversity in the program inviting special visitors and inviting extended family to events. We celebrate community events with the children. All children are respected and considered as capable and confident learners and we recognise the significance of inclusion, equality and opportunity for children and families within social and cultural contexts.

Children have a strong sense of well-being. We believe in the importance of building social, emotional and physical well-being in the children. The children are encouraged to take responsibility for their actions and to care for others. We value and promote sustainability and encourage responsibility in regards to our environment. We are developing a healthy eating program and are further working on this to ensure all children are eating healthy. The children take part in games and physical challenges to develop their muscles, balance, coordination, fine and gross motor skills. The children’s autonomy and independence is encouraged which builds their resilience, independence and self-help skills.

Children are confident and involved learners. Confidence is built within the children in many ways. When children feel safe and know what to expect, they become confident. They build confidence through trusting the adults in their environment. They build confidence when given considered meaningful encouragement children are respected as learners and educators keep individual and group records, learning and developmental objectives and progress notes. We plan programs based on the Victorian Early Years Learning Framework, our educational theorists and the
children’s interests. We implement a “play based” approach utilizing hands on experiences in the environment where the children have opportunities to develop concepts, problem solving skills and learn socially from their peers. Families are encouraged to the program and welcome to participate in activities.

Children are effective communicators. We believe children learn good communication through good examples. The adults communicate in a warm and caring way with the children. If there is an issue with communications among the children stories is used or role-play to emphasise a point. The educators use clear speech with the children and rhymes, songs, and verses are used to help develop the children’s speech and vocabulary.

**Program overview**

Our planning is based on the [Early years learning framework](#) (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF).

The Australian Government has developed the EYLF and the State Government has further created the VEYLDF to ensure your child receives a quality program in their Early Childhood setting(s). This is a vital time for them to learn and develop.

Both Frameworks have a vision for all children to experience play-based learning that is engaging and builds their success for lifelong learning. They are an outline for staff to use in partnerships with families, to develop learning programs responsive to children’s ideas, interests, strengths and abilities.

**The EYLF outlines 3 Elements:**

- **Belonging** – Children feel they belong as they form close and trusting relationships with their family, community, culture and place.
- **Being** – Children need time to just be, time to play, enjoy life and take on challenges here and now.
- **Becoming** – Children are shaped by many factors and begin to learn and grow actively moulding them today and in the future.

**The VEYLDF outlines 5 outcomes:**

- **Identity** – Children have a strong sense of their identity
- **Community** – Children are connected with their world
- **Wellbeing** – Children have a strong sense of their emotional and physical wellbeing
- **Learning** – Children are confident and involved learners
- **Communication** – Children are effective communicators
INDIVIDUAL GOALS AND LEARNING OBJECTIVES

Our program varies somewhat every year, according to the interests of the children, but our broad goals for each child and as a group remain the same. Our Early Childhood program aims to encourage and develop in children:

- A sense of belonging to their family and their group.
- Lively enquiring minds, a love of learning and a willingness to apply effort to worthwhile tasks.
- The ability to think rationally and reflectively.
- The use of imagination.
- Powers of creative self-expression.
- Powers of judgment to take on considered risks.
- Experimenting, inquiry and investigating processes and skills
- Physical and mental wellbeing.
- Self-confidence, a sense of worth and respect and consideration for others.
- Decision making and problem solving skills.
- An understanding of themselves and their world.
- Competence in intellectual, social and physical wellbeing.
- Growth towards independence.
- Developing the child’s awareness of good health, hygiene and nutrition.

Assessment and Rating overview

The National Quality Framework was introduced in 2012 in order to provide better educational and developmental outcomes for children accessing early childhood services. The National Quality Standard (NQS) outlines 7 Quality areas

- Educational Program and Practice
- Children’s Health and Safety
- Physical Environment
- Relationships with Children
- Collaborative Partnerships with Families and Communities
- Leadership and Service Management

As part of this framework, kindergartens are now being assessed and the quality of the service rated against these standards.
ARRIVAL AND DEPARTURE

Signing in and out

The Attendance book is essential to knowing which children are in the centre at any one time. All children must be signed in and out with the exact time of arrival and departure recorded by the person who delivers and collects the child. In the event of a parent/guardian running late, staff must be informed by the parents/guardian of any changes of arrangements.

Arrival

Please ensure all doors and gates are securely closed upon entry. Please encourage your child to place their bag in the appropriate place.

Departure

Collection of a child must be by a person who has lawful authority to do so and is authorised on the enrolment form. If anyone other than the parent/guardian or those authorised, then written authorisation must be provided. In the case of an emergency, verbal authorisation may be given by a parent/guardian as outlined in the Delivery & Collection of Children Policy.

Settling into Child Care

- Most children are very excited about beginning educational care, but for some it can be a daunting and somewhat overwhelming experience when confronting a large group of children and unfamiliar adults.

- In the first few sessions, please inform educators when you are about to leave so that they can support your child. Once you have said goodbye to your child, you need to leave promptly as drawn out goodbyes are distressing for everyone.

- Be assured that the educator will always contact you if your child is unduly distressed.
FEE INFORMATION

ST ANDREWS CHILD CARE CENTRE FEES

<table>
<thead>
<tr>
<th>Care Type</th>
<th>Hours</th>
<th>Permanent Booking</th>
<th>Casual Booking</th>
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</thead>
<tbody>
<tr>
<td>Full day</td>
<td>7.30am – 6.00pm</td>
<td>$85</td>
<td>$95</td>
</tr>
<tr>
<td>Half Day- Morning</td>
<td>7.30am – 1.00pm</td>
<td>$52</td>
<td>$56</td>
</tr>
<tr>
<td>Half Day- Afternoon</td>
<td>1.00pm – 6.00pm</td>
<td>$52</td>
<td>$56</td>
</tr>
<tr>
<td>Before Kinder/School</td>
<td>7.30am-8.30am/9.00am</td>
<td>$26</td>
<td>$29</td>
</tr>
<tr>
<td>After Kinder/School</td>
<td>3.00pm-6.00pm</td>
<td>$26</td>
<td>$29</td>
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St Andrews Child Care is open for 50 weeks of the year (minus public holidays) Monday to Friday.

CHILD CARE BENEFIT AND CHILD CARE REBATE

The Australian Government is committed to ensuring that Australian families are able to access affordable, flexible and high quality child care. To help you with the cost of your child care, the Government provides the following assistance.

Child Care Benefit

Child Care Benefit (CCB) is an income-tested payment which reduces the cost of your total child care fees. It is available to you if you are a parent, foster parent or grandparent with a child in your care who is attending child care approved for the purposes of CCB by, or registered with, the Government. There are certain eligibility requirements you must meet to get CCB.

Parents need to inform the Family Assistance Office of any changes that may affect their assessment including changes to your family income or changes to your hours of care.

Child Care Rebate

To be eligible for Child Care Rebate (CCR) you must use CCB approved child care, and be working, studying or training at some time during the week or have an exemption. The CCR covers 50 per cent of your out-of-pocket costs up to the annual limit, regardless of your income. Currently the CCR annual limit is $7,500 per child per year.

You have the option to receive your Child Care Rebate paid fortnightly, either directly to your bank account, or through your child care service provider as a fee reduction. You also have the option of having your Child Care Rebate paid quarterly or annually as a lump sum directly to your bank account.
What eligibility requirements do I have to meet to get CCB?

To get CCB, you need to meet these requirements:

1. Residency
   You or your partner must be an Australian citizen, a permanent resident living in Australia or be exempted from the Government’s residency requirements.

2. Immunisation
   Children under seven must meet the Government’s immunisation requirements or have an exemption.

   To get CCB you must be the one responsible for your child care costs.

Families enrolling in our program have two choices:

- Pay amount in full and seek reconciliation at tax time
- Contact Centrelink prior to enrolling in our program and apply for Childcare Benefit

Centrelink sends our service updated listings via internet connection every day; however the contract remains between Centrelink and individual families. It is therefore your responsibility to notify Centrelink of any changes to your income. You can access information through www.centrelink.gov.au or by calling 132 468 to speak with a Customer Service Officer.

ALLOWABLE & APPROVED ABSENCES

If your child is away due to illness, holidays or any other reason, please contact the Service and inform them of the expected return date.

You can receive CCB and CCR for 42 absence days per child each financial year. These can be for any reason and will not require proof and include public holidays and holidays.

You cannot claim absences if your child has not started care or has stopped care. You also cannot claim an absence if you have notified your child care service you are taking your child out of care on a set date and then change your mind and remove your child earlier.

You may receive CCB and CCR for absence days after the initial 42 days each financial year. For all absences beyond the first 42 absent days, CCB and CCR will only be paid if you are able to provide evidence to demonstrate the absence has occurred under permitted circumstances. There is no limit on these days, but you will be required to provide documentation to support the absence.
For any further details or clarification on the above please see your Department of Human Services.

**Families do not need to register a customer service number with Centrelink for each venue they are using; this information is included in the Child Care Management System (CCMS) procedure that is already in place.**

**LATE COLLECTION**
Any Parent collecting their child after closing time will be charged a late fee. If neither parents nor emergency contacts can be reached in 30 minutes, the police and child protection will be called and arrangements made about care of the children as per our Delivery and Collection of children policy.

**DIRECT DEBIT**
The payment method for all fees is direct debit.

Accounts will be debited on Thursdays on a fortnightly basis. The amount debited will include bookings for the previous and current week, including the Friday after the Direct Debit is processed. We will debit the amount shown as your outstanding balance in your Child Care account. In the case of a public holiday, the direct debit will occur on the following business day. Electronic statements will be sent to account holder’s email on the Monday before each direct debit. There is no fee for this service. Parents requiring hard copy statements will need to contact us to arrange how often they would like to receive statements and will incur a $2 fee per statement. Please note that the statement you receive is subject to change due to bookings made after the statement has been received or potential Centrelink adjustments.

Any additional bookings made for Thursday or Friday of the Direct Debit week after it has been processed will be included in the following fortnight’s payment.

If the direct debit is declined for any reason you need to be aware of the following;

(a) You will be charged a $15 administrative fee per occurrence by YMCA Ballarat and you may incur bank fees imposed by your financial institution;
(b) You must arrange for payment within 48 hours of the direct debit rejecting by contacting the YMCA of Ballarat.
(c) The YMCA of Ballarat will remove future bookings if full payment is not received within 48 hours following a declined direct debit payment. These bookings will only be reinstated once payment is received.
(d) The YMCA of Ballarat may refer your account to a debt recovery service if payment is not made within 14 days.

**Direct Debit dates for 2016:**

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<tr>
<th>Jan</th>
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<th>July</th>
<th>August</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tr>
<td>7</td>
<td>21</td>
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The following fees will be incurred to process direct debit payments

<table>
<thead>
<tr>
<th>Set Up Fee</th>
<th>Transaction fee</th>
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</thead>
<tbody>
<tr>
<td>Once only fee per new family</td>
<td>$2.20</td>
</tr>
<tr>
<td>Bank, Cheque, Credit Union or Building Society account</td>
<td>$0.66</td>
</tr>
<tr>
<td>Visa and MasterCard</td>
<td>1.4% (min $0.66)</td>
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</tbody>
</table>

*Please note that we are not responsible for these fees as our direct debits are processed by a third party. As such, these fees are subject to change.*

**GENERAL INFORMATION**

**Notices/newsletters**

We invite you to stay up to date and informed on what is happening at Centre. You will receive regular newsletters or notices on upcoming events.

**Toys**

Where possible, we discourage children from bringing toys to the centre. We understand that some children might have a comfort toy that they like to keep in their bag or occasionally carry when upset; however we cannot be responsible for toys from home that become broken or lost. Please discuss this with the teacher.

We encourage children to bring nature items, or other items of interest to discuss with the other children.

**Birthdays and other significant celebrations**

We welcome families to bring Birthday cakes in for their children on or around their birthday.
The children create art works and special items to celebrate, Mothers and Fathers Day, Easter and Christmas.

Please let educators know if you have any questions or concerns with these occasions.

**Feedback**

- Feedback from both parents and children in relation to program delivery and our organisation is very valuable to management and all educators involved in the program’s daily operation. YMCA Ballarat conducts quarterly parent satisfaction surveys and encourages all families to complete these surveys as your feedback will aid in improving our programs.

**Suitable clothing**

We advise that children are dressed in clothing that allows plenty of movement and is suitable for a variety of activities.

- Easily laundered clothes are essential as children will get dirty.
- Thongs, crocs, slides and long dresses or skirts are dangerous when climbing and are not suitable for educational care.
- Sun hats with broad brims are essential and must be worn outside from 1st September through to the 1st May, regardless of weather. Please read our Sun Protection policy for more information. **Children need to bring a wide brim hat to wear. Clothing must have sleeves and should preferably be made from a closely woven fabric.**
- Clothes need to be easily managed by the children, especially when going to the toilet, and clothes that may be taken off at educational care **MUST** be named.
- In the cooler weather children need waterproof and warm outer clothing as they will be going outside in most weather conditions.
- Please pack some spare clothes in case of accidents. We do have spare ones, but children much prefer their own.

**PARENT INVOLVEMENT**

We encourage all parents to be actively involved in their child’s long day care year. There are many ways that you can be involved – cooking with the children, playing an instrument, reading them stories, just to name a few. The Educators at long day care will have more suggestions for you.

Some parents also like to be part of the Parent Advisory Group (PAG). The main roles of the PAG are as follows:

- Arranging fundraising activities for the Centre
Sourcing and applying for Grants

Working with YMCA on any larger projects for the Centre. This may include building projects, decisions about how fundraising or grant monies will be spent

Working together to ensure that the Centre continue to look great and be welcoming to everyone.

Volunteers at St Andrews Child Care

Parents are sometimes asked to contribute to the outdoor environment by attending working bees or doing minor maintenance to the garden, which can take place out of normal working hours. As a safety precaution we ask that parents/volunteers never undertake any work without another adult present, and they sign to acknowledge having read and understood the volunteer induction form beforehand

Visitors Sign in

If you are staying at the Centre for longer than ten minutes we ask that you sign the Visitors Registrar which is situated on bench inside door. This allows Educators to quickly check who is in the building in the case of an emergency.

HEALTH AND SAFETY

Photographs/Videos and Social Media

Please respect the rights of other children and families by checking with the Teacher in charge before taking any photographs or videos of children. Some parents have requested that their child not be photographed. Families have a right to their personal privacy so we ask parents to be mindful of maintaining confidentiality when dealing with social media. It is not appropriate for parents to place photos or comments that include children other than their own onto any social media website.

No smoking

Smoking is prohibited on St Andrews Child Care Centre grounds and within 4 metres of the Centre’s entrance.

Healthy eating

Ballarat YMCA has a healthy eating policy, and we believe that children perform best with healthy and tasty nutritious food during their busy day at child care.
We provide morning tea, usually a fruit platter and afternoon tea a cooked item, E.G: healthy muffins. Please refer to centre menu displayed in the foyer.
We encourage children to please bring a healthy lunch. Children have access to their water bottles at all times.

The Nutrition Department of the Royal Children’s Hospital, Melbourne, has the following suggestions:

**BEST CHOICES –**

- Fruit - fresh or tinned (dried is high in sugar and sticky so eat occasionally)
- Try vegetable sticks with dips or a small container with mixed vegetables such as cherry tomatoes, carrot sticks, peas, cucumber.
- Fruit yoghurts, cheese stick or slice (don’t forget to include a cold pack to keep cool, or name and put into the fridge at Preschool).
- Fruit muffins
- Sandwiches. Try a variety of breads and fillings. Some different breads include: rolls, pita bread, flat bread, fruit loaf or buns, focaccia’s, scones, pikelets, muffins, crumpets, crisp breads, rice cakes, corn thins to name a few

**BEST LEFT OUT –**

- Dried fruit bars and ‘straps’ or ‘wraps’ and lollies are very high in sugar, low in fibre and stick to children’s teeth causing tooth decay
- Chips and packets of crisps are best left for parties and special occasions
- ‘Dairy desserts’ are high in sugar
- Sweet dips such as chocolate spreads. ‘Oven baked’ savoury biscuits are just as high in salt and fat as chips and best avoided.
- Avoid fatty meats such as salami and strass.
- Donuts and creamy cakes can be left for birthdays and parties. Try to avoid muesli bars and chocolate bars in lunch boxes. These are expensive and usually stuck together with fats and sugars.
Australian Guide to Healthy Eating

Enjoy a wide variety of nutritious foods from these five food groups every day.
Drink plenty of water.

- **Grain (cereal) foods**: mostly wholegrain and/or high cereal fibre varieties
- **Vegetables and legumes/beans**
- **Lean meats and poultry, fish, eggs, tubers, nuts and seeds**: and legumes/beans
- **Fruit**
- **Milk, yoghurt, cheese and/or alternatives, mostly reduced fat**

**Use small amounts**
- Oils

**Only sometimes and in small amounts**
- Sugary foods, drinks
- Properties
**Custody Orders**

If your child has specific custody and access arrangements in place, you need to discuss these with the Early Childhood Educator, as well as providing them with a current Family Court or other Court order. It is the parent’s responsibility to provide information about any changes to the court orders. If there is no formal contact arrangements, Educators are unable to deny access to parents.

**Code Red Alert**

<table>
<thead>
<tr>
<th>Code Red Fire Alert Days</th>
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<tbody>
<tr>
<td>At the direction of the Department of Education and Training (DET), School and Children’s Services in high fire risk areas will be closed on days declared as <strong>Code Red Fire Danger Rating Day</strong>. This may affect our Service. Where possible up to 3 days’ notice will be given but in some instances less notice may be provided. You will be notified by the service if we are closing, but you can also check the DET website for details <a href="http://www.education.vic.gov.au">www.education.vic.gov.au</a></td>
</tr>
</tbody>
</table>

**Anaphylaxis and Allergies**

We sometimes have children with life threatening allergies to certain foods or products, which mean that if they come into contact with these foods or ingest them, that they can have an allergic reaction which will cause their airways to swell to the extent that they can no longer breathe. Educators will inform you if there are children with allergies or at risk of anaphylaxis to certain foods in your child’s group. You will be asked to refrain from sending inappropriate food to kindergarten to minimise the incidence of these allergic reactions. Inappropriate food will be sent home.

**Sickness**

If your child is sick or unwell, then the best place for them to be is at home. In order to eliminate the risk of infection to other children and Educators, and for the sake of your own child, please keep them at home, even when they ask to attend care.

A general rule of thumb: If your child is not well enough to play outside, then he/she is not well enough to be at kindergarten or child care.

If your child becomes unwell during the Day or session and they are no longer able to participate we will contact the parent or emergency contact and ask that they collect the child.
Children suffering from infectious diseases must be kept away from education and care services whilst their condition is contagious. Please see the exclusion poster at your service or check this website for further information: http://docs.health.vic.gov.au/docs/doc/Minimum-Period-of-Exclusion-from-Primary-Schools-and-Childrens-Services-Centres-for-Infectious-Diseases-Cases-and-Contacts

**Families with children who are not immunised will be asked to withdraw their child if a communicable outbreak occurs.**

**Medication**

Any medication that needs to be administered at the service must be given to an educator, and recorded in the Medication book. Children who suffer from Anaphylaxis, Asthma, or allergies will need to supply a current medical management plan (signed by the doctor) and work with educators to complete a Medical Conditions Risk Minimization Plan and a Medical Conditions Communication Plan.

**Accidents/Incidents**

Educators are all trained in First Aid, anaphylaxis and asthma management, and keep a first aid cabinet which is well stocked. Educators will treat minor accidents such as grazes, small cuts and scratches, and will inform you of these accidents at pick up time and ask you to sign a form. For accidents requiring medical attention, the parents or emergency contact will be called, and if the accident is deemed serious, the ambulance will be called first and parents notified after that. **Families are responsible for paying the cost of the Ambulance.**

**Health & Safety/Emergency Management**

We take every precaution to protect the children in our care from hazards likely to cause serious injury. We have developed an evacuation procedure and practice drills each term with the children. A copy of this is located at St Andrews Child Care Mirboo North.
BALLARAT YMCA INFORMATION

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Policy Statement
“Mankind owes to the child the best it has to give.”

The YMCAs of Australia recognise that all children and young people have the right to develop and reach their potential in environments that are caring, nurturing and safe.

The YMCAs of Australia considers any form of child/young person abuse, inclusive of emotional, physical, sexual abuse or neglect, as intolerable under any circumstances. The YMCA’s of Australia have a legal, moral and Mission-driven responsibility to protect children and young people from harm and to ensure that any incidents of suspected child abuse are promptly and appropriately dealt with.

The YMCA supports the Governments position that in our society every child and young person deserves the right to thrive, learn and grow, be respected and valued and enabled to become an effective adult member of the community. The YMCA supports the concept that a community in which the safety, stability, health, development and learning of every child and young person is protected and promoted throughout childhood.

Complaints/Grievance Procedure
In line with our Complaints Policy, any concerns regarding your child and/or the program should be discussed with the Coordinator. Any other concerns or any issues you feel are still unresolved after meeting with the teacher should be referred to the YMCA 03 5329 2800 or email to ballarat.ykm@ymca.org.au. This policy is available at the kindergarten/ Centre and on the website along with all of our current policies at: www.ballarat.ymca.org.au/kindercluster

YMCA policies
Copies of our policies are available in the centre foyer or online at www.ballarat.ymca.org.au/kindercluster