



northbrightonkindergarten.org.au 03 9523 6233
145A Cochrane Street. BRIGHTON VIC, 3186

North Brighton Kindergarten

Family Information Handbook

North Brighton Kindergarten
145A Cochrane Street, Brighton, 3186
Telephone: 9523 6233

northbrightonkindergarten@gmail.com

www.northbrightonkindergarten.org.au

Instagram- North Brighton Kindergarten

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Who we are

Contact information

Position	Name	Email	Phone number
Kindergarten	North Brighton Kindergarten	northbrightonkindergarten@gmail.com	9523 6233
Nominated Supervisor	Carly Storer	nbk.carly@gmail.com	9523 6233
HR/Administrator Manager	Alicia Cracknell	nbkhumanresources@gmail.com	9523 6233
President (approved provider)	Anne Sidebottom	nbkpresident@gmail.com	TBC
Enrolments	Michelle Thomas	nbkenrolments@gmail.com	

Licensee: North Brighton Kindergarten Inc. 10471

ABN 668 4392 3127

Hours and days of operation

The kindergarten is open from 8.30 a.m. – 4.30 p.m., Monday to Friday during term times

This Service's Regulatory Authority: Department of Education and Training, 165-169 Thomas Street, Dandenong, 3175. Ph 8765 5787. Email smr.qar@edumail.vic.gov.au

Policies, procedures and copies of the *Education and Care Services National Law and National Regulations 2011* are available for inspection at the kindergarten.

National Quality Rating: Exceeding National Quality Standards

The NBK Quality Improvement Plan is available for inspection at the kindergarten

Welcome

INTRODUCTION

Welcome to North Brighton Kindergarten, (NBK). We hope that your time at the NBK will be a valuable and enjoyable experience for both you and your children.

NBK is a not-for-profit, member run, incorporated association offering three and four-year-old kindergarten programs. We are a licenced pre-school service, regulated by the Department of Education and Training.

Since our inception as St Stephens Kindergarten in 1974, our fundamental aim remains to provide a high quality pre-school education at a reasonable cost.

We operate out of the Cochrane Street hub provided by the Bayside City Council. This hub is shared with the North Brighton Maternal and Child Health Centre and Brighton Playroom, an occasional care facility that offers after kindergarten care for certain sessions, in addition to sessional programs for toddlers and those not yet ready for kindergarten. This co-location offers many opportunities for continuous care for your children through their early years.

NBK children generally go on to attend primary school at Elsternwick Primary, or St James Catholic School.

NBK is managed by a member run Committee of Management (CoM), elected at the Annual General Meeting. The CoM work closely with, and to support, the team of teachers leading our quality, outstanding early learning program.

NBK's programs and processes are guided by the National Quality Framework (NQF) for early childhood education. The NQF raises quality and drives continuous improvement and consistency in Australian education and care services. In 2018, NBK was assessed overall as Exceeding the National Quality Standards.

NBK recognises that the needs of families attending the kindergarten have changed since the kindergarten first opened. Our Quality Improvement Plan (QIP) guides the kindergarten's focus for continuous improvement in providing a quality education program and experience.

CHILD SAFE ORGANISATION

In 2016, the Child Safe Standards were introduced and North Brighton Kindergarten has worked to meet the 7 Child Safe Standards and become a Child Safe organisation. For more information regarding the standards, please see; <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/>

OUR VISION

A nurturing kindergarten environment where children, families and educators collaborate to create a program and environment where children are safe, challenged and respected. Where children can work with others to become resilient, respectful and connected to the natural world, the local community and the wider world. At NBK, we work toward being a part of a wider, healthy community.

MISSION STATEMENT

The children, families, committee and staff work together to communicate openly and work to develop relationships based on respect to develop well-rounded quality three and four-year-old kinder programs where children develop a love of learning in a safe, respectful, challenging and connected environment, and where families feel a sense of community and connection.

OUR PHILOSOPHY

We work towards North Brighton Kindergarten (NBK) being safe, respectful, caring and welcoming. Children are active and playful participants in learning, active explorers of their community and environment and have the opportunity to take part in a broad range of fun, playful and enjoyable experiences. Children are viewed as capable and competent and are supported and encouraged to experience risk taking, to initiate and lead learning and to be actively involved in their learning.

We believe that the wellbeing of children is positively influenced by being connected with a healthy and active community, with families who are active and engaged in their child's educational experience, and families who

engage with information and resources to support their parenting. A belief in fostering inclusive partnerships with children and families whilst meeting children at their unique developmental level achieves positive outcomes for children.

Our teaching team believe that being collaborative, consultative, knowledgeable, reflective and well informed are important aspects of our role. Our teaching team believe it is important for us to be curious and to enjoy learning along with the children, families and our colleagues.

We plan for the children to have the opportunity to be exposed to new ideas,

We have been increasingly focused on gardening and creating an environment where the children can contribute actively to the changes in our kindergarten yard. Giving children the opportunity to contribute and have an impact on our environment speaks to our philosophy of children being active participants and making decisions.

experiences and knowledge with the intention of children developing skills, dispositions and knowledge that are beneficial now, in the next stage of their education and beyond. We support each child to develop a connection with the natural environment and to develop a commitment toward sustainability.

NBK is a place for children and their families to make friends and to practice listening, communicating, negotiating with others and to develop sharing, caring and respectful working relationships with others. Children are encouraged and supported to develop independence, respect, creativity, curiosity, persistence and confidence. Every child is supported to participate in the program, to play and to develop a love of learning.

OUTCOMES

- A kindergarten community connected to our natural, social and educational environments
- A safe learning environment
- A respectful environment for learning in relation to nature, self and others
- A challenging environment to promote learning through risk taking
- Healthy minds and healthy lifestyles

OUR PROGRAM

The overall aim of NBK's programs is for the children to have the opportunity to take part in a broad range of experiences that will help them develop their skills and knowledge. This will help them not only in the transition to the next level of education, but also it will nurture an interest in learning that will benefit the children throughout their lives. We aim for children to have a love of learning and to be learners for life. When planning our program, we think about the whole child. This takes into account the primary importance of the family and connections to the community.

Guiding frameworks

NBK programs are guided by the following frameworks that outline practices supporting and promoting children's learning: the *Victorian Early Years Learning and Development Framework (VEYLDF)* and *Belonging, Being and Becoming: The Early Years Learning Framework for Australia (EYLF)*.

Our programs take into account the five learning outcomes: identity, community, wellbeing, communication, and learning. These are broad outcomes that identify the skills, knowledge and dispositions children will need to be successful learners now and in the future. For more information, please speak to the teachers or you can access the framework and explanatory documents online at <https://www.education.gov.au/early-years-learning-framework-0>.

Community connections

Excursions are a key way for us to support learning objectives and build community connections.

In 2016, we secured a grant from Bayside City Council, to support us in our work to build greater links with the wider community and to increase our knowledge about sustainability.

As a result of this grant, in 2015 we started visits to the residents at Arcare. We have also recently secured a garden bed in St. Stephens Community Garden Patch and we are looking forward to strengthening that connection.

Research shows the importance of community connections for the health and wellbeing of its citizens, so programs that get children out into the community and making those connections helps build healthy communities and children. We have seen the benefits, and it is now an important part of our program at NBK.

At the beginning of the year, you will be asked to fill out a permission form for your child to participate in excursions to support community connection, with details on the locations your child will be attending throughout the year. If you have any questions or concerns about this program, please speak to your child's teacher, or our Educational Leader, Carly Storer.

[Program structure](#)

NBK has small class sizes of 22 children, which reflects our understanding of the importance of quality interactions between educators and children. Smaller class sizes mean we have the time to really prioritise those interactions.

The structure of our programs are deliberately designed to maximise the wellbeing and learning opportunities for the children. Due to our timetable, we can't offer more than 15 hours per week for each four-year-old group, so we want to ensure that those 15 hours matter. Thus, both four-year-old groups come three times a week, as opposed to two times a week for longer sessions. This ensures that children feel a strong sense of belonging at NBK and can engage in the program at all times. Attending kinder three times a week makes kindergarten a bigger part of the child's life and shorter sessions avoid long days, which can be tiring for children.

Each program is run by a team of educators including:

- a teacher, with a university qualification specialising in early childhood;
- an experienced assistant (educator); and
- an appropriately qualified educator to cover the teacher and educators for their lunch on the long days.

The educators are also supported by a parent/guardian who assists with the session, known as 'being on duty'.

Teachers maintain individual records of each child's progress, learning and overall development. The records remain confidential and parents can discuss them with the teacher at any time.

[ONGOING QUALITY IMPROVEMENT](#)

NBK uses the NQF and National Quality Standard (NQS) in order to develop the Quality Improvement Plan (QIP) which guides our direction. The QIP is an ever evolving document, and is continually informed by new learning. Our teaching team keep abreast of current research and look at how our programs can be responsive to research to ensure our programs are relevant and enriching.

The QIP is available for you to view at the kindergarten. Family input is important to us, and we offer a number of formal opportunities and ways for you to contribute throughout the year. Along with the formal opportunities, our teachers, educators and CoM also take on board what families say in everyday interactions and think about how we can improve the experience for children and families.

In 2016, we also began to streamline and refine our administrative processes, which benefits families and staff.

[Staffing teams / profiles](#)

[Carly Storer, Educational Leader and 3-year-old Teacher](#)

'I am the Educational Leader and Nominated Supervisor for NBK. I have a Bachelor of Teaching (Early childhood) and completed my Master of Education (Early Childhood) in 2009. I have been a member of the NBK community for a number of years, returning in 2016 as the three-year-old teacher. I am particularly interested in facilitating children's creativity and curiosity, and enjoy keeping abreast of current research in Early Childhood.'

[Kylie Lawson, 4-year-old Green Group Teacher](#)

'I have been working at NBK for a number of years and feel privileged to work with an outstanding team of educators. I am passionate about developing links with the

wider community and have enjoyed leading our intergenerational connectivity program, which is a part of the 'The Little Red Wagon project'. It has been wonderful to see firsthand the immense benefit for both the elders and the children. I have a particular interest in the importance of teaching kindness and caring and I love sharing and promoting this interest with the NBK teaching and parenting community. I enjoy ongoing professional learning and the use of reflective practice and see these as valuable tools for improving teaching practice and for providing the best possible outcomes for children and their families.

[Kim Burgess, 4-year-old Red Group Teacher](#)

'I have a particular interest in children's health and wellbeing. I am personally and professionally invested in health and wellbeing. If my own is at its best, it will flow into all areas of my life. I am then a better teacher and able to nourish my relationships with children.

My relationships with children and their families provide a solid foundation for supporting children's holistic education. This is also why I seek to support a sense of wellbeing in children. I do this by encouraging independence and developing a sense of agency. Agency is the knowledge that we have influence over our own lives and has been shown to be a positive influence in the development of resilient wellbeing in adulthood.'

[Marg Mason, 3-year-old and 4-year-old Green Group Educator](#)

'I have worked at this beautiful kindergarten for over 10 years now. I have a passion for gardening and have been working with the children to create an interactive space outdoors where our children can be involved and be active participants in creating a beautiful space.'

[Kate Martin, 4-year-old Red Group Educator](#)

'I have worked at this lovely kindergarten for many years in a number of positions. I have a particular interest in children's art and love to create aesthetically pleasing spaces and resources for the children to explore and enjoy.'

[Alicia Cracknell, HR and Administration Manager](#)

Alicia joined us at the end of 2016 to support the Committee in the management of the administration and staff at NBK. She has quickly made herself an important part of the team, and helps to make NBK run smoothly and also ensures that NBK is a great place for our staff to work at.

Session times and term dates

SESSIONS

Monday	Tuesday	Wednesday	Thursday	Friday
8.30 – 4.00 GREEN 4 yo	8.30 – 4.00 RED 4 yo	8.30 – 11.30 BLUE 3 yo	8.30 – 12.00 GREEN 4 yo	8.30 – 12.30 RED 4 yo
		12.00 – 4.00 GREEN 4 yo	12.30 – 4.00 RED 4 yo	1.00 – 4.00 BLUE 3 yo
			12.00 – 4.30 After care at Brighton Playroom	12.30 – 4.00 After care at Brighton Playroom

After-kindergarten care is available on Thursday (until 4.30 pm) and Friday (until 4.00 pm) at Brighton Playroom. Enrol directly through Brighton Playroom www.brightonplayroom.com.au.

2019 NBK TERM DATES

Term 1	30 th January – 5 th April
Term 2	23 rd April – 28 th June
Term 3	15 th July – 20 th September
Term 4	7 th October – 19 th December

Please refer to the letter that accompanied this handbook, for staggered starts at the beginning of the year to allow for our important transition to the kindergarten program.

2019 PUBLIC HOLIDAYS

Labour Day	Monday 11 March
Easter Monday	Monday 22 April
Anzac Day	Thursday 25 April
Queen's Birthday	Monday 10 June
Melbourne Cup Day	Tuesday 5 November

In the children's words

Today on the mat, I spoke to the children and told them that we needed their help to make a book about kinder. I explained that they had such good ideas and knew so many things that I wanted to ask them about what we should put in the book. Talking to children like this shows them that we see them as knowledgeable and capable and builds their self-esteem.

If someone new is starting kinder, what do they need to know?

- *Not to waste water – Pia, 'cos it's precious – Asia*
- *Don't waste paper – Asia, So you don't have to chop down trees – Pia*
- *No snatching because it's not nice – Ava*
- *No hurting someone. So no one gets hurt – Henry*
- *You have to put your snack in your locker, put your drink bottle on the trolley, wash your hands and sit on the mat. – Pia*

What will the new children need to bring to kindergarten?

- *Their snack – Sophie*
- *Bring your water bottle – Henry*
- *A hat, a jacket, a lunchbox, hairclips, an umbrella in case it's rainy and a drink bottle. – Dakota*
- *Hat – Ava*
- *No bringing toys 'cos if you play with them at kinder you might lose them – Jack*

What do you like most about kindergarten?

- *Playdough 'cos it's soft – Violet*
- *Cooking, sometimes for someone's birthday – Camille*
- *Clay, 'cos you can make whatever you like – Sophie*
- *Eating snack – Oliver*
- *Helping the people who are new – Lucinda*
- *I like poison ball – Giselle*
- *I like playing games outside – William*
- *When you hurt someone you say sorry to them – Dominique*

NBK shares the premises with Brighton Playroom and the Maternal and Child Health Services. Therefore, we ask that all parents respect the rights of other users and supervise their children in the shared areas. Please ensure that the front gate is kept closed at all times, and note that smoking is not allowed in any part of the building or outside areas.

Your kindergarten experience

Your child's day at kindergarten

The following information gives you an outline of what to expect when preparing to send your child to kindergarten. If you have any other questions, please do not hesitate to speak to the teacher.

ARRIVAL AND PICK-UP

Each day you arrive with your child, you are required to come inside and register the child's name, actual time of arrival and the name of person collecting the child. On collecting your child, you must write the actual time of pick-up and sign your name. This is a Victorian Department of Education and Training (DET) requirement so the teachers know exactly how many children are in the kindergarten at any time. It is a legal document and must be filled out correctly.

It is helpful if parents leave the room promptly after saying goodbye. Children find it easier to concentrate once their parents have left the building and it also assists those children who are having difficulty settling in. Please speak to your teacher if you have any concerns.

It is important to collect your child on time at the end of the session. It is very distressing to be left behind when all the other children have gone. If you realise you are going to be late, please call and notify staff members. The delivery and collection policy outlines the circumstances in which a late collection fee can be charged. These are applied if a parent is consistently late and has reminded by a staff member or a committee member to collect their child on time.

Please note that staff can only release children into the care of people who are authorised by the parent/guardians to collect their children. Parents/guardians give authorisation on the enrolment form. For this reason, please put down contact names of at least two or more persons who are authorised to collect your child on the enrolment form.

Parents can update this information at any time as circumstances change. Additional people can be added to this list in person, or via writing (email/or letter). If you wish to update via a phone call, you will need to talk to two staff members and provide the name, address and phone number of the person picking up your child (as per the Delivery and Collection of Children Policy.) If staff have not met the person picking up previously, please ensure they bring photo ID in order to confirm their identity.

For further details, please see our delivery and collection of children policy, available in the kindergarten foyer, or emailed upon request.

WHAT TO WEAR

We get messy at kinder! We have smocks, but it is better if children can participate without worrying about their clothing. Please dress your child in clothes that are easily washed. We like to get outside in all the weather, including rain. There are wonderful sensory and learning opportunities in the rain, so please pack a waterproof jacket for those rainy days. Your child will feel more confident if dressed in clothes that he/she can easily manage. Skirts and dresses make climbing difficult and will stop girls from participating fully.

Please always pack a spare set of clothing. Toileting accidents can happen unexpectedly, but also sometimes children get wet or too messy and like to have their own clothes to change into. We do have a limited supply of spares for emergencies. Please name all articles of clothing and footwear.

Appropriate footwear minimises the chances of accidents. Thongs, clogs and crocs are not allowed at any time. Shoes with leather soles can also be slippery and hazardous and are not recommended.

SUN PROTECTION

NBK has adopted a Sun Protection Policy. This means your child must wear a legionnaires, bucket or broad brimmed hat and sunscreen for outdoor play once the UV rating is 3 or over. This starts to happen in August, through to the end of April. We use the Sunsmart App to check the rating each day. Children must also have shoulders covered, so strappy dresses or singlets do not meet the sun protection policy. (A t-shirt under strappy tops can be a suitable compromise.)

Please apply sunscreen before the child comes to kindergarten. We re-apply sunscreen in the afternoon on the long days for four year olds. If your child requires sunscreen for sensitive skin, please ensure a named bottle is in your child's bag.

WHAT TO BRING

Children in all programs should have:

- water bottle (no juice or cordial)
- lunch box with healthy snacks
- large backpack to carry everything (including completed artwork)
- coat in winter
- hat in summer
- spare change of clothes.

Children in the four-year-old sessions should also bring the following for long day sessions:

- a healthy lunch, along with the snack in a lunchbox

All items sent to kinder should be clearly labelled.

HEALTHY AND SAFE EATING

NBK supports healthy eating, teaching children that eating healthy food will make them strong and ready to learn. Throughout the year, children will be provided with opportunities to learn about food, nutrition and health lifestyles.

Nutritious ideas for snacks and lunches include:

- sandwiches/wraps/rolls
- fruit
- vegetables
- dry biscuits
- cheese
- yogurt.

We encourage families not to provide unhealthy options, such as chips, chocolates

or drinks other than water. Please note, a special treat every so often for your child is OK.

Please don't pack nuts!

As part of our risk minimisation plan, we ask that children do not bring any nuts or products containing nuts to NBK. This includes peanut butter, Nutella, and any muesli bars containing nuts. If children have these foods in their lunch boxes, they will not be allowed to consume them while on the kindergarten premises.

We have other strategies in place to deal with allergies to other foods. We thank you in advance for your co-operation and understanding. Please see the anaphylaxis policy in the orange policy folder by the entrance for further information.

NUDE FOOD

NBK encourages families to support a sustainable future by packing rubbish free 'nude' snacks and lunches. There are many lunch boxes and containers available for purchase that have compartments for you to supply food without wrappers.

Please ensure that your children are able to open/close and manage their lunch boxes and containers. It is a good idea to have some practice runs with the containers you will use at kindergarten before the start of the year.

BIRTHDAYS

Children love to celebrate their birthdays. Please send individual cakes or treats, either on the day or the nearest day. Cream cakes are not suitable and cakes must not contain nuts, talk to the staff if you have any questions.

The NBK transition program

At the beginning of the year, NBK runs a transition program for each group, whereby initial sessions are shorter and contain fewer children. Our experience shows that this is an invaluable program for numerous reasons.

- It gives the teaching staff the time to get to know your child. With less children, we can focus on individual interactions and relationships rather than group management. Relationships are fundamental to a successful year and we want to ensure

those key learning relationships get off to a good start.

- It gives the children the opportunity to familiarise themselves with their new environment – location of work areas, equipment, bathroom and playground.
- It is easier for children to meet and establish relationships with other children when they are in smaller groups.
- Smaller groups result in less noise and general busyness in the room. This allows the children to feel safer and secure in the kindergarten environment.
- While some children in the four-year-old groups will have attended three-year-old kindergarten at NBK, others in the group will have had no prior experience at this kindergarten. The transition program helps us cater for the needs of all children in the group.
- We are able to plan for each individual child's needs more accurately.
- We have more opportunity to observe and find out about each child's individual interests. This helps us to develop a connection with each child and develop program planning based on the children's interests.
- Experience and current studies have taught us that young children benefit from this style of introduction.

Please speak to your child's teacher if you have any questions or concerns.

Health and Safety at kindergarten

INFECTIOUS DISEASES

Regular attendance at kindergarten is important, but please keep your child away if they are sick or could be infectious. Please call or email the kindergarten to let us know if your child will be absent, or if they have had an infectious disease. A poster setting out the symptoms and contagious period of infectious diseases in children is on display at NBK. All parents will be notified if any infectious illness occurs, in a way that ensures confidentiality for the child who is unwell. Good Hygiene is important to staying healthy. We encourage children to wash their hand upon entering the service, and before and after eating. Encourage your child to blow their nose using a tissue. Then dispose of the tissue in the bin

and wash their hands afterwards. We reinforce this in the kindergarten program too.

MEDICATION

If your child requires medication, please notify the staff. This must be written in the medication book and signed by both parent and teacher.

ALLERGIES/HEALTH REQUIREMENTS

Any allergies or other health requirements should be noted in the child's enrolment form. Remember children will bring birthday cakes and other food into the kindergarten, so it is important to ensure the teachers are aware of any allergies or sensitivities.

NOTIFICATION OF ACCIDENTS

In the event that a child has a minor accident, the parent/guardian will be notified at pick-up time. If there is a major accident and emergency care is required, the parents or emergency contact will be notified and medical, hospital or ambulance services may be arranged if appropriate. All accidents are recorded on an accident notification form. Parents will be informed of all incidents and must sign the documentation. Our staff team are all trained in first aid and a well-stocked first aid kit is accessible in the kinder room.

NOTICE OF PRIOR INJURY

If your child has injured themselves outside of kinder, please let the staff know when you bring your child in to their session. You will be required to fill in a documentation of prior injury form. These practices ensure that we can best care for your child and fulfil legislative requirements.

HEAD LICE

The occurrence of an outbreak of head lice is difficult to avoid. Please inform the teacher if you find head lice in your child's hair. Children will be excluded from kindergarten until appropriate treatment is given. As per our policy, children can return to kindergarten after their hair has been treated. We ask that parents notify us early so we can help to minimise the spread. Please rest assured that we maintain confidentiality at all times.

ANAPHYLAXIS

Anaphylaxis is a severe form of allergy reaction and it can be fatal. While the

incidence of death from anaphylaxis is rare, children can die without appropriate intervention.

In accordance with the *Education and Care Services National Regulations, 2011*, NBK has developed an anaphylaxis management policy. If you would like to view the details of this policy, it is located in the orange policy file in the entrance to the kinder.

NBK has children currently being cared for with anaphylaxis, so it is important to pay attention to the signs in the kindergarten and notes from teachers. In line with this policy, children will be required to wash their hands when they arrive at kinder and after consuming food.

MEDICAL CONDITIONS POLICY

NBK has in place a policy that provides guidelines to ensure that clear procedures exist to support the health, wellbeing and inclusion of all children enrolled at the service, including those with specific health care requirements.

This policy considers the management of medical conditions, when a risk management plan is required, the development of a medical management plan and the ways in which communication between the kindergarten and family will occur.

OUR COMMITMENT TO CHILD SAFETY.

As part of meeting the Child Safe Standards, Carly Storer has been assigned the Child Safety officer. If you have any concerns regarding a child's safety, particularly in regards to children at risk of abuse, please speak to Carly, or the Approved Provider (as named on the front door.) If you believe a child is at immediate risk of abuse, please call 000. The phone number for Child protection is 1300 655 795. Any adult in the state of Victoria, that holds a reasonable belief that a sexual offence has been committed against a child, is legally obliged to disclose it to the police.

We have developed a number of strategies to ensure we are meeting the Child Safe Standards and to ensure the safety of the children in the NBK community. These include a code of conduct for families, a commitment to ongoing staff training and continued awareness raising within our community. We

have risk minimisation plans and policies to guide our practice, which are all available for you to see. We are committed to empowering the children through teaching and ensuring their participation. We acknowledge that particular knowledge and strategies are required to ensure the (cultural and otherwise) safety of Aboriginal children, children from culturally and linguistically diverse backgrounds and children with a disability. Please speak to Carly or your child's teacher if you would like to see any of these documents, or would like further information. You will be sent a copy of our code of conduct at the start of the year and asked to sign a form saying you agree to abide by it. This code outlines appropriate interactions with the members of our community including children, and a copy is on display at the kinder.

Emergency management

NBK has an emergency management plan that considers potential risks to the kindergarten and specifies actions to be taken in the event of an emergency, including an evacuation and a lockdown.

The emergency procedures are displayed in the kinder room near the door to the playground.

Please see the orange policy and procedures folder for more detailed information. The children will be participating in practices throughout the year.

Immunisation policy

From 1 January 2016, all parents/guardians seeking to enrol their child at an early childhood service in Victoria must provide evidence that their child is:

- fully immunised for their age OR
- unable to be fully immunised for medical reasons.

The 'No Jab No Play' law applies to all early childhood education and care services in Victoria, including kindergarten.

You must provide evidence of your child's immunisation status to enrol at North Brighton Kindergarten. You can obtain a copy of your child's most recent Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR) as evidence of

your child's immunisation. We are bound by legislation as to what constitutes evidence.

To request an Immunisation History Statement, contact the ACIR:

- phone: 1800 653 80
- email: acir@medicareaustralia.gov.au
- visit Medicare Australia online (note: once you set up an account, you can easily download and print your statement)
- visit a Medicare or Centrelink office.

If your child has a medical reason that he or she cannot be vaccinated, you will need that recorded with the Australian Immunisation Register, and your child's Immunisation History Statement will have that indicated.

If your child was vaccinated overseas, you must obtain an immunisation status certificate from a general practitioner or immunisation nurse, who will assess your international immunisation records, update the Australian Immunisation Register, and then you will be able to get the Immunisation History Statement to provide to kinder.

Communication

NBK is committed to promoting a friendly, comfortable and cooperative relationship between parents and teaching staff. NBK has a Communication Policy that provides guidelines for communication between parents, staff and the Committee of Management.

There are many ways that communication occurs at the kinder including:

- this handbook
- notice boards
- Edsmart, a software package introduced in 2016. Permission slips, information from the Committee and Management regarding things such as social events and fundraising, health alerts, and much more.
- class parent representatives who liaise between parents, staff and the Committee of Management
- notices in your child's kinder pocket
- an annual survey
- regular informal communication with your child's teacher and co-educator
- the planned educational curriculum, displayed in the foyer and emails regarding the curriculum and events for the group.

- parent-teacher interviews around the middle of the year.
- phone calls and emails.

If you have any concerns about your child at kinder please arrange a time to speak with your child's teacher.

PROCESSES FOR ALLEVIATING PARENT CONCERNS

It is possible that issues will arise that are of concern to parents. NBK is committed to keeping parents included and informed about activities at the kinder and we encourage families to reciprocate by keeping us informed on matters on which they seek clarification. Open and respectful communication between home and NBK is encouraged so that areas of potential misunderstanding can be clarified before a problem occurs.

If there is a problem or concern, or if you have a suggestion, there are various people who are available to respond. The class teacher is the first point of contact. If that presents difficulties, an appointment can be made with the Chair of the Grievance Sub-Committee. Contact details are located in the main entrance.

PARENT COMPLAINTS

NBK is committed to the resolution, where possible, of complaints to the mutual satisfaction of those involved. A Complaints policy is in the policy manual outlining the procedures for the Grievance Sub-Committee who will follow up and aim to resolve complaints.

Parents are encouraged, in the first instance and if comfortable to do so, to raise concerns directly with the person/persons involved in order to resolve the concerns without recourse to the complaints procedure. Complaints can be raised with the executive; contact details are located in the main entrance.

Family involvement

NBK has a strong community and many lifelong friendships have formed at kindergarten. Getting involved in NBK activities not only directly benefits your child, but also it enables you to meet other parents and socialise. We believe that family involvement and community participation adds to the strength of our community and works to create a safer community for our children.

WORKING WITH CHILDREN CHECKS

New legislation came into effect on the 1st of August, 2017. While parents are not required to have a Working with Children Check when helping out at the kindergarten, we do encourage families to get one. Many of the local schools require families to have one in order to help out at the school, and they are quite easy to get. The legislation does require that other family members such as grandparents and Kinship carers have one before helping out at the kinder. Also, anyone employed to work with the children (eg. Nannies and babysitters.) are also required to have a check. You can apply online by filling out a form at the following website, and it is free for volunteers.

<http://www.workingwithchildren.vic.gov.au/>

As part of our risk minimisation plan, we do require that all volunteers on excursions have a current Working with Children Check.

BEING ON DUTY

NBK is a community-style kindergarten that relies upon the voluntary help of parents to keep fees reasonable.

Children enjoy having a parent or guardian assist at kindergarten. Parent duty rosters are placed in the foyer each term, and it is essential that a parent or guardian do these duties once or twice a term. If you cannot attend yourself, please swap the day with another parent or have a nanny/grandparent etc. fill in for you. Being on duty gives you a great opportunity to get to know the children in the group, and to see a kinder session in action.

JOINING THE MEMBER COMMITTEES

NBK is run and supported by two committees: the Committee of Management (CoM) and the Parent Committee. Members of these committees are voted in at the Annual General Meeting (AGM, generally held in November) from the association's membership. Members can include parents/guardians or any individual who has applied to be a member.

As an incorporated association the CoM manages the business and affairs of the association. The main functions are:

- to manage the kindergarten by maintaining its financial viability, ensuring compliance with all applicable regulations, and monitoring all aspects

of the running of the Kindergarten;
and

- as an employer, to be responsible for employing suitably qualified and experienced staff and supporting those staff wherever possible in offering a creative and stimulating program.

The Parent Committee is the principle meeting point for the kindergarten community. Its roles vary, with the main focus of guiding and informing fundraising, social events, and working bees. The committee is an important forum for discussing significant issues facing the kindergarten.

Participation on the CoM and/or Parent Committee offers an excellent opportunity to become involved in the operation of NBK, get to know the teachers better, and to meet other parents. It is also essential to maintaining the current NBK 'community feel' and for keeping the costs of running the kindergarten to a minimum. If a CoM can't be elected, the kindergarten would need to move a different management model, whereby the management of the kindergarten would be outsourced to a centralised organisation, potentially resulting in increased costs and loss of autonomy.

Position descriptions for both committees are in the Committee Policy in the orange Policy and Procedures Manual and are mailed out before the AGM.

If you have any suggestions or concerns regarding NBK's management, please feel free to contact the President.

FUNDRAISING

Our aim with fundraising is to be mindful of how much we are asking of families, and to ensure that there are other benefits from the fundraising in addition to raising much needed additional funds. Our large event is also a fun night out, and smaller events can often double as presents eg. children's art plates and tea towels.

If you have any fundraising suggestions or time to commit to this important part of NBK, please speak with one of the teachers.

WORKING BEES

Working bees are held a few times a year on a weekend to maintain the kindergarten. Work concentrates on safety factors and ensuring all

the equipment is maintained in a good condition.

OTHER

Other ways you can help with the smooth running of the kindergarten include:

- Helping to take the children on excursions
- Mending/sewing toys or smocks
- Washing smocks and dress-ups
- Reading stories, sharing events, and celebrations
- Sharing skills such as playing a musical instrument, cooking, singing, reading stories in another language etc.
- Donating items, such as materials for collage and pasting – please do not throw out any interesting boxes, ribbons, wrapping paper or old clothes for dress ups.

What do parents think?

The North Brighton experience is often as rewarding for the parents as it is for the children.

One of the lovely things about being part of the North Brighton Kinder community is the familiarity for the children. They walk past their friends' houses on the way to kinder, know each other's siblings and foster relationships, which in my experience, extends beyond the pre-school years. – Melanie

NBK is a great way to meet other families and be part of an enthusiastic and dynamic group of people who care about the beginning of their children's education. I loved being on the committee of management and being involved in the decision making for the direction of the kinder, as well as the social activities organised by the committee. It was also great to be able to provide support to the fantastic teaching staff at the kinder. – Joanne

NBK offers our family a strong connection to the community. It gives our son the opportunity to explore, learn the value of play and build resilience. – Belinda

The thing I love most about NBK is meeting the wonderful families in our community. I have had three children at this kinder and my children and I have made such amazing friends. – Melinda

We have had a wonderful experience at NBK. The staff are just amazing and so much more than just 'educators'. Friendly, nurturing and extremely approachable, they provide a supportive and fun environment for my children. They share a thorough understanding of my child's capabilities and disposition and the attention to detail and the observations they make are always so spot-on. We are so fortunate to be part of a place that promotes such a positive level of community spirit. NBK has provided a great opportunity for us to meet other parents in the area and to also develop many long-term friendships. I really cannot recommend NBK highly enough! – Susan

When we first started, we'd been told it was good but didn't know what to expect. Once we started, we saw how awesome the staff are, cool activities, great facilities. Bottom line, the kids are happy there! – Andrew

Enrolment and fees

Kindergarten readiness

As teachers, we are often asked 'Will my child be ready for four-year-old kindergarten?' There are no hard and fast rules about kindergarten readiness. Each child's needs and development should be considered individually, and we advise parents that if in doubt, it is best not to push a child before he or she is ready. We want children to have a really positive, successful year at kindergarten, and children will gain a greater benefit from the program when they are truly ready.

A positive year at kindergarten will give your child a great sense of achievement and build confidence in himself/herself and his/her abilities. It will stand your child in good stead for school and for life in general.

If you need further information or would like to discuss your thoughts or concerns about your child's readiness, any of our teachers would be happy to discuss this with you. If you would like to do some further reading, Kathy Walker has some valuable resources on school readiness.

Areas to consider when determining when to start your child at kindergarten are suggested below.

AGE/BIRTHDAY

The Victorian Government provides one funded year of four-year-old preschool for each child. Therefore, it is important that you give this your very careful consideration if you have a child whose birthday is early in the year.

In our teaching experience, a high percentage of children with birthdays between January and April (who are turning four in the year that they attend four-year-old kindergarten) will find it more difficult to cope with the kindergarten program. It is a good idea to start thinking about your child's readiness for kindergarten well before they begin the year.

Some points to consider when thinking about kindergarten readiness include:

- Can my child separate from me for periods of time without becoming unduly stressed?
- Can my child's speech generally be understood?

- Has my child experienced playing alongside other children?
- Is my child able to initiate some activities and play by him or herself?
- Is my child used to relating to adults other than those in the immediate family?
- Can my child take some responsibility for his or her own belongings? E.g. taking art smock off, hanging up his/her bag?
- Is my child independent during the day with toileting? (Given the ratios of staff to children, staff removed from the room to change nappies makes supervision challenging.)
- Is my child ready to sit in small or large group experiences and carry out a task without 1:1 adult assistance in a busy room?
- Is my child ready to be part of a large group and interact with other children and adults? At four-year-old kindergarten there, are 22 children in each session with two staff and one parent helper.

GROUP PARTICIPATION

At kindergarten, children will be part of a large group of children. What can be tackled or played with competently at home, without the distraction of noise and other children, can be a different experience in a kindergarten setting. At kindergarten, communication, co-operation, creativity and conflict resolution are key aspects of the program provided. Being a successful member of a group involves a number of skills. These include:

- the ability to concentrate, despite other things going on around you
- being able to assert yourself when needed
- being able to ask for help or clarification
- being able to wait your turn and share materials.

GOVERNMENT FUNDING

A set amount of government funding is provided per year for each child enrolled in the four-year-old kindergarten program. Each child is eligible for only one funded year.

When a child begins the four-year-old kindergarten program, it is considered that he or she has accessed his or her funded kindergarten year. In some circumstances,

children who are assessed as having additional needs in two or more areas of development may apply for a second year of funding. However strict eligibility criteria apply to a second year of kindergarten, and children who are simply not ready for kindergarten or who are developmentally immature would not meet these criteria.

In order to meet the criteria for a second funded year of kindergarten, the parents of the child and the educator must meet several times to discuss and complete the required forms. These forms include: the second year discussion form, a term 3 learning and development plan (which must also be evaluated), and the declaration of eligibility for a second year of funded kindergarten.

The early childhood teacher can declare that a child is eligible to receive a second year of funded kindergarten if:

- the child is observed as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years Learning and Development Framework, and
- there is evidence to suggest the child will achieve better outcomes if he/she attends a second year of kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

In the instance that a child completes a funded year of four-year-old kindergarten and is not ready for school the next year, other options for parents to explore include child care or a pre-prep program.

DEFERMENT

If your child begins three or four-year-old kinder and you feel they are not ready, but they do not meet the eligibility criteria for a second year of kinder, you need to speak to your child's kindergarten teacher as soon as possible. It **may be** possible for your child to withdraw from the program and return the following year, but you do need to speak to your teacher early in first term and we cannot guarantee this as an option.

Enrolment process

ELIGIBILITY FOR 3-YEAR-OLD KINDERGARTEN

To be eligible for three-year-old kindergarten, children must have turned three by Jan 31st of the year of attendance.

ELIGIBILITY FOR 4-YEAR-OLD KINDERGARTEN

Children are eligible to attend four-year-old kindergarten if they will turn four years old by 30 April in the year of attendance. Families of children with birth dates between 1 January and 30 April have a choice about whether their child will commence school in the year they turn five, or the following year, and therefore whether they commence kindergarten in the year they turn four or the year they turn five.

If your child will not be four years old at the start of his/her four-year-old kindergarten year, you will need to consider whether your child will benefit from attending kinder in the year of eligibility or the following year. Families who have questions about the best time for their child to commence school, and hence kindergarten, should discuss this important decision with an early childhood educator, Maternal and Child Health nurse, Prep teacher or other professionals involved in supporting the development of their child.

CENTRAL REGISTRATION

Enrolments for three and four-year-old kindergarten are centralised through the Bayside City Council Central Registration Service.

The enrolment period is between 1 May and 30 June in the year prior to attendance (Please check their website to confirm dates).

Where there are more eligible children than places, the Bayside City Council will prioritise places through a weighting system. For further information on the registration process and the relevant forms please call (03) 9599 4755 or visit:

<https://www.bayside.vic.gov.au/register-your-child-kindergarten>

Bayside City Council and NBK mutually manage the waitlist for families who have not yet received a place.

There are two four-year-old groups. Preference for these groups can be requested on the acceptance of offer form to be returned upon receiving an offer from council. Spots are allocated on a first come first served basis in terms of form return. Committee discretion

may be used in the case of significant gender imbalance or special needs requirements. Sessions times will be confirmed in an email sent via our online system, Edsmart in September.

ENROLMENTS PRIORITY OF ACCESS CRITERIA

The Department of Education and Training identifies children considered to be 'high priority'. These children will be prioritised for enrolment. Such children include: children at risk of abuse or neglect, including children in out-of-home care; Aboriginal or Torres Strait Islander children; asylum seeker and refugee children; children eligible for the Kindergarten Fee Subsidy; and children with additional needs who require additional assistance in order to fully participate in the kindergarten program.

ENROLMENTS FORMS AND TIMELINES

At the Parent Information night and AGM, we will be handing out this handbook with our confidential enrolment form. We will have some additional information collected through Edsmart, so keep an eye on your email inbox to make sure you are receiving emails.

We ask that all forms are returned to the kindergarten by **5th of December**. This allows us to plan for the following year.

DET are in the process of changing the funding for kindergartens, so it is more in line with how state schools are funded. We are now required to ask parents their level of education and their occupation. At the end of this handbook, you will find the Parental Occupation Index (p 26) that will give you the codes to help you fill out that section of the enrolment form. Please see a staff member if you have any concerns with this section.

Fees

The Fee Policy is available at the Kindergarten and should be read carefully to understand how fees are set and collected and the implications of non-payment of fees. Fee payment agreements fully set out your responsibilities around fee payment and are signed by all parents at the beginning of the year.

The full year's fees will be invoiced and payable in November of the prior year. Term by term payment options are available to

families experiencing financial hardship. If timely payment is causing difficulty, please contact our Treasurer or Book Keeper.

GENERAL GOVERNMENT FUNDING

The state and federal governments provide no general subsidy for three-year-old students. Fees charged by NBK, therefore, cover the entire costs of providing the quality education program for three-year-old kindergarten students.

The Department of Education and Training provides per capita funding as a contribution toward the costs of providing a four-year-old kindergarten program. Fees charged by NBK cover the remainder of the costs necessary to provide the quality education program

FREE OR LOW COST FUNDING

The Victorian government provides a Kindergarten Fee Subsidy for some children so they can attend kindergarten for free or a low cost in both three- and four-year-old programs. Your child is eligible if they are Aboriginal and/or Torres Strait islander, are known to child protection, or have been referred by Child Protection to Child FIRST or hold (or have a parent/guardian who holds) an eligible concession card or refugee, humanitarian or asylum seeker visa.

For information relating to Early Start Kindergarten please speak to your Child Protection/Child FIRST worker or visit www.education.vic.gov.au and refer to Early Start Kindergarten.

2019 KINDERGARTEN FEES

Four-year old groups	\$655 per term
Three-year old group	\$550 per term

In addition to these fees, there are the following per child charges:

Excursion levy	\$60
Maintenance levy	\$60
Fundraising levy	\$100
Enrolment deposit	\$100

2019 BRIGHTON PLAYROOM FEES

Fees for after care at Brighton Playroom are established by and payable to Brighton Playroom. Please refer to www.brightonplayroom.com.au.

Kindergarten policies

NBK is guided by numerous policies that ensure the kindergarten complies with legislation stipulated by the Department of Education and Training and delivers the quality of service we believe our families deserve.

These policies are updated regularly to reflect changes in legislation and current practice.

All policies are available for review at any time and can be found in the orange policy manuals located in the kindergarten foyer and on our website. Please do not hesitate to talk to one of our staff or Committee of Management members if you have questions on one or more policies.

Our policies include:

Acceptance and refusal of authorisations	Fees
Additional hours	Food safety
Administration of first aid	Governance and management of service
Administration of medication	Hygiene
Anaphylaxis management	Incident, injury, trauma and illness management
Asthma management	Inclusion and equity
Child Safe Environment Policy	Information technology
Code of conduct	Interactions with children
Complaints and grievances	Nutrition, oral health and active play
Dealing with infectious diseases	Occupational health and safety
Dealing with medical conditions	Participation of volunteers and students
Delivery and collection of children	Privacy and confidentiality (including of records)
Determining responsible person	Purchasing
	Relaxation and sleep
Diabetes	Road safety/safe transport
Emergency and evacuation	Staffing (including qualifications, supervision and working with children's checks, criminal history record checks)
Enrolment and orientation	Sun protection
Environmental sustainability	Supervision of children
Epilepsy	Water safety
Excursions and service events	

Privacy statement

We believe your privacy is important.

North Brighton Kindergarten has developed a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below.

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parents/guardians	<ul style="list-style-type: none"> To enable us to provide for the education and care of the child attending the service To manage and administer the service as required
The Approved Provider if an individual, or members of the Committee of Management/Board if the Approved Provider is an organisation	<ul style="list-style-type: none"> For the management of the service To comply with relevant legislation requirements
Job applicants, employees, contractors, volunteers and students	<ul style="list-style-type: none"> To assess and (if necessary) to engage employees, contractors, volunteers or students To administer the individual's employment, contracts or placement of students and volunteers

Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

Disclosure of personal information, including health information

Some personal information, including health information, held about an individual may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment
- insurance providers, in relation to specific claims or for obtaining cover
- law enforcement agencies
- health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- anyone to whom the individual authorises us to disclose information.

Laws that require us to collect specific information

The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*, *Associations Incorporation Act 1981* and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child's enrolment at the service
- a person's employment with the service.
- the ability to function as an incorporated association.

Access to information

Individuals about whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our *Privacy and Confidentiality Policy*, which is available on request.

For information on the *Privacy and Confidentiality Policy*, please refer to the copy available at the service or contact the Approved Provider/Nominated Supervisor.

Parent Occupation Index

MANAGERS		
Chief Executives, General Managers and Legislators	Chief Executives and Managing Directors, Corporate General Manager, Defence Force Senior Officer, Local Government Legislator, Member of Parliament	A
Farmers and Farm Managers	Aquaculture Farmers, Crop Farmers, Livestock Farmers, Mixed Crop, Livestock Farmers	A
Specialist Managers	Advertising, Public Relations and Sales Managers, Business Administration Managers, Construction Managers, Education, Health and Welfare Services Managers	A
Hospitality, Retail and Service Managers	Accommodation and Hospitality Managers, Retail Managers	B
PROFESSIONALS generally with a bachelor's degree or above		
Arts and Media Professionals	Music Professionals, Photographers, Journalists and Other Writers	A
Business, Human Resource and Marketing Professionals	Accountants, Auditors and Company Secretaries, Financial Brokers and Dealers, and Investment Advisers, Human Resource and Training Professionals, Information and Organisation Professionals, Sales, Marketing and Public Relations Professionals	A
Design, Engineering and Science Professionals	Architects, Designers, Planners and Surveyors, Engineering Professionals	A
Education Professionals	Early Childhood Teachers, School Teachers, Tertiary Education Teachers	A
Health Professionals	Health Diagnostic and Promotion Professionals, Health Therapy Professionals, Medical Practitioners, Midwifery and Nursing Professionals	A
ICT Professionals	Business and Systems Analysts, and Programmers, Database and Systems Administrators, and ICT Security Specialists	A
Legal, Social and Welfare Professionals	Barristers, Judicial and Other Legal Professionals, Solicitors, Counsellors, Psychologists, Social Workers, Ministers of Religion	A
TECHNICIANS AND TRADES WORKERS		
Engineering, ICT and Science Technicians	Agricultural, Medical and Science Technicians, Building and Engineering Technicians, ICT and Telecommunications Technicians	B
Automotive and Engineering Trades Workers	Automotive Electricians and Mechanics, Mechanical Engineering Trades Workers, Panel beaters, and Vehicle Body Builders, Trimmers and Painters	C
Construction Trades Workers	Bricklayers, and Carpenters and Joiners, Floor Finishers and Painting Trades Workers	C
Electrotechnology and Telecommunications Trades Workers	Electricians, Electronics and Telecommunications Trades Workers	C
Food Trades Workers	Chefs	B
	Bakers and Pastry cooks, Butchers and Smallgoods Makers, Cooks	C
Skilled Animal and Horticultural Workers	Animal Attendants and Trainers, and Shearers, Horticultural Trades Workers	C
Other Technicians and Trades Workers	Hairdressers, Textile, Clothing and Footwear Trades Workers	C
COMMUNITY AND PERSONAL SERVICE WORKERS		
Health and Welfare Support Workers	Ambulance Officers and Paramedics, Dental Hygienists, Technicians and Therapists, Health Workers, Massage Therapists	B
Carers and Aides	Child Carers, Education Aides, Personal Carers and Assistants	D
Hospitality Workers	Bar Attendants and Baristas, Cafe Workers, Gaming Workers	D
Protective Service Workers	Police	B
	Defence Force Members - Other Ranks, Fire and Emergency Workers	C
Personal Service Workers	Beauty Therapists, Driving Instructors, Travel Attendants	D
Sports	Sports Coaches, Instructors and Officials, Sportspersons	C
	Fitness Instructors, Outdoor Adventure Guides	D
CLERICAL AND ADMINISTRATIVE WORKERS		
Office Managers and Program Administrators	Contract, Program and Project Administrators, Office and Practice Managers	B
Personal Assistants and Secretaries	Personal Assistants, Secretaries, Legal Secretaries	C
General Clerical Workers	General Clerks, Keyboard Operators	D
Inquiry Clerks and Receptionists	Call or Contact Centre Information Clerks, Receptionists	D
Numerical Clerks	Bookkeepers, Accounting, Financial and Insurance Clerks, Bank Workers	D
Clerical and Office Support Workers	Couriers and Postal Deliverers, Filing and Registry Clerks, Survey Interviewers	D
Other Clerical and Administrative Workers	Conveyancers and Legal Executives	B
	Court and Legal Clerks, Insurance Investigators, Loss Adjusters and Risk Surveyors	C
	Purchasing and Supply Logistics Clerks, Debt Collectors, Human Resource Clerks, Inspectors and Regulatory Officers	D
SALES WORKERS & MACHINERY OPERATORS, DRIVERS AND LABOURERS		
Sales Agents	Auctioneers, and Stock and Station Agents, Insurance Agents, Real Estate Sales Agents	C
Sales Representatives, Sales Assistants, Salespersons and Sales Support Workers	Sales Representatives, Sales Assistants, Pharmacy Sales Assistants, Retail Supervisors, Checkout Operator	D
Machinery Operators, Drivers and Labourers	Machine and Stationary Plant Operators, Road and Rail Drivers, Storepersons, Cleaners and Laundry Workers, Factory Process Workers	D