



ALPHABET PRESCHOOL POLICIES

POLICY	QUALITY AREA							UPDATED
	1	2	3	4	5	6	7	
Acceptance and Refusal Authorisation Policy		✓						January 2020
Additional Needs Policy	✓		✓		✓	✓		April 2020
Administration of First Aid Policy		✓						May 2019
Administration of Medication Policy		✓						April 2020
Adventurous Play Policy		✓	✓					August 2019
Anaphylaxis Management Policy		✓						July 2019
Animal and Pet Policy		✓	✓					September 2019
Anti-Bias and Inclusion Policy					✓			April 2020
Arrival and Departure Policy		✓						January 2020
Asthma Management Policy		✓						July 2019
Behaviour Guidance Policy	✓				✓			May 2019
Behaviour Guidance: Bullying Policy					✓	✓		December 2019
Bottle Safety and Preparation Policy		✓						February 2020
Breastfeeding Policy		✓						February 2020
Bullying, Discrimination and Harassment Policy				✓				August 2019
Bushfire Policy		✓					✓	October 2019
Celebrations Policy	✓	✓				✓		November 2019
Child Protection Policy		✓						August 2019
Child Safe Environment Policy (Victoria)		✓			✓		✓	February 2020
Children's Belongings Policy		✓			✓			March 2020
Closed Circuit Television System (CCTV) Policy		✓					✓	October 2018
Clothing Policy		✓			✓			June 2019
Code of Conduct Policy				✓			✓	January 2020
Control of Infectious Disease Policy		✓						May 2020
Coronavirus (COVID-10) Management Policy		✓						March 2020
Curriculum (Pedagogy) & Educators' Training Policy							✓	April 2020
Cyber Safety Policy		✓						March 2020
Dental Health Policy		✓						September 2019
Diabetes Management Policy		✓						July 2019
Early Childhood Intervention Practitioner (ECIP) Management Policy	✓		✓		✓	✓		September 2019
Educational Program Policy	✓							January 2020
Emergency Evacuation Policy		✓						January 2020
Enrolment Policy						✓		September 2019
Environmental Responsibility Policy			✓					February 2020
Epilepsy Management Policy		✓						July 2019
Excursion Policy		✓						May 2019
Family Communication Policy						✓		April 2020
Fee Payment Policy							✓	March 2020
Furniture and Equipment Safety Policy		✓						August 2019

POLICY	QUALITY AREA							UPDATED
	1	2	3	4	5	6	7	
Gender Equity Policy					✓			April 2020
Governance Policy							✓	November 2019
Grievance Policy (Families)						✓	✓	August 2019
Grievance Policy (Staff)				✓				August 2019
Handwashing Policy		✓						June 2019
Head Lice Policy		✓						July 2019
Health and Safety Policy		✓						July 2019
Immunisation Policy		✓						March 2020
Incident, Illness, Accident and Trauma Policy		✓						March 2020
Interactions with Children, Families and Staff Policy					✓	✓		May 2019
Lockdown Policy		✓					✓	January 2020
Managing an Aggressive Parent Policy		✓				✓		January 2020
Managing an Unidentified Dog Policy		✓					✓	January 2020
Medical Conditions Policy		✓						June 2019
Multi-Cultural Policy	✓		✓		✓	✓		March 2020
Nappy Change and Toileting Policy		✓						January 2020
Nutrition and Food Safety Policy		✓						May 2019
Open Door Policy						✓		November 2019
Orientation of Families Policy						✓		November 2019
Out of Hours Babysitting Policy		✓						December 2019
Photograph Policy		✓			✓	✓		October 2019
Physical Environment Policy		✓	✓					February 2020
Pregnancy in Early Childhood Education and Care				✓			✓	June 2020
Privacy and Confidentiality Policy							✓	March 2020
Record Keeping and Retention Policy							✓	December 2019
Relief Staff Policy				✓			✓	December 2019
Reportable Conduct Scheme Policy		✓						November 2019
Respect for Children Policy					✓			September 2019
Responsible Person Policy				✓				October 2019
Road Safety Policy		✓						December 2019
Safe Storage of Hazardous Chemicals Policy		✓						October 2019
Sick Children Policy		✓						May 2020
Sleep and Rest Policy		✓	✓					February 2020
Staff Wellness Policy				✓				February 2021
Staffing Arrangements Policy				✓				February 2020
Student and Volunteer Policy							✓	October 2019
Sun Safe Policy		✓						September 2019
Supervision Policy		✓						April 2020
Technology Policy	✓							October 2019
Termination of Enrolment Policy		✓				✓	✓	November 2019
Unexpected Death of a Child at a Service Policy		✓					✓	December 2019
Unexpected Death of a Staff Member at a Service		✓					✓	October 2019
Water Safety Policy		✓						September 2019
Withdrawal of a Child Policy							✓	November 2019
Work Health & Safety Policy		✓						June 2019
Writing, Reviewing and Maintaining Policies Policy							✓	December 2019

Quality Area 1 – Educational program and practice

Educational program and practice of educators are child-centred, stimulating and maximise opportunities for enhancing and extending each child’s learning and development

Additional Needs Policy
Behaviour Guidance Policy
Celebrations Policy
Early Childhood Intervention Practitioner (ECIP) Management Policy
Educational Program Policy
Multi-Cultural Policy
Technology Policy

Quality Area 2 – Children’s health and safety

Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety and well-being

Acceptance and Refusal Authorisation Policy
Administration of First Aid Policy
Administration of Medication Policy
Adventurous Play Policy
Anaphylaxis Management Policy
Animal and Pet Policy
Arrival and Departure Policy
Asthma Management Policy
Bottle Safety and Preparation Policy
Breastfeeding Policy
Bushfire Policy
Celebrations Policy
Child Protection Policy
Child Safe Environment Policy (Victoria)
Children’s Belongings Policy
Closed Circuit Television System (CCTV) Policy
Clothing Policy
Control of Infectious Disease Policy
Coronavirus (COVID-19) Management Policy
Cyber Safety Policy
Dental Health Policy
Diabetes Management Policy
Emergency Evacuation Policy
Epilepsy Management Policy
Excursion Policy
Furniture and Equipment Safety Policy
Handwashing Policy
Head Lice Policy
Health and Safety Policy
Immunisation Policy
Incident, Illness, Accident and Trauma Policy

Quality Area 2 – Children’s health and safety (continued)

Lockdown Policy
Managing an Aggressive Parent Policy
Managing an Unidentified Dog Policy
Medical Conditions Policy
Nappy Change and Toileting Policy
Nutrition and Food Safety Policy
Out of Hours Babysitting Policy
Photograph Policy
Physical Environment Policy
Reportable Conduct Scheme Policy
Road Safety Policy
Safe Storage of Hazardous Chemicals Policy
Sick Children Policy
Sleep and Rest Policy
Sun Safe Policy
Supervision Policy
Termination of Enrolment Policy
Unexpected Death of a Child at a Service Policy
Unexpected Death of a Staff Member at a Service Policy
Water Safety Policy
Work Health & Safety Policy

Quality Area 3 – Physical environment

Physical environment is safe, suitable and provides a rich and diverse range of experiences that promote children’s learning and development

Additional Needs Policy
Adventurous Play Policy
Animal and Pet Policy
Early Childhood Intervention Practitioner (ECIP) Management Policy
Environmental Responsibility Policy
Multi-Cultural Policy
Physical Environment Policy
Sleep and Rest Policy

Quality Area 4 – Staffing arrangements

Qualified and experienced educators, who develop warm, respectful relationships with children, create predictable environments and encourage children’s active engagement in the learning program

Bullying, Discrimination and Harassment Policy
Code of Conduct Policy
Grievance Policy (Staff)
Pregnancy in Early Childhood Education and Care Policy
Relief Staff Policy
Responsible Person Policy
Staff Wellness Policy
Staffing Arrangements Policy

Quality Area 5 – Relationships with children

Relationships with children are responsive, respectful and promote children’s sense of security and belonging

Additional Needs Policy
Anti-Bias and Inclusion Policy
Behaviour Guidance Policy
Behaviour Guidance: Bullying Policy
Child Safe Environment Policy (Victoria)
Children’s Belongings Policy
Clothing Policy
Early Childhood Intervention Practitioner (ECIP) Management Policy
Gender Equity Policy
Interactions with Children, Families and Staff Policy
Multi-Cultural Policy
Photograph Policy
Respect for Children Policy

Quality Area 6 – Collaborative partnerships with families and communities

Collaborative relationships with families are fundamental to achieving quality outcomes for children, and community partnerships based on active communication, consultation and collaboration are essential

Additional Needs Policy
Behaviour Guidance: Bullying Policy
Celebrations Policy
Early Childhood Intervention Practitioner (ECIP) Management Policy
Enrolment Policy
Family Communication Policy
Grievance Policy (Families)

Quality Area 6 – Collaborative partnerships with families and communities (continued)

Interactions with Children, Families and Staff Policy
Managing an Aggressive Parent Policy
Multi-Cultural Policy
Open Door Policy
Orientation of Families Policy
Photograph Policy
Termination of Enrolment Policy

Quality Area 7 – Governance and leadership

Effective leadership and governance of the service contributes to quality environments for children’s learning and development. Effective leaders establish shares values for the service and set clear direction for the service’s continuous improvement

Bushfire Policy
Child Safe Environment Policy (Victoria)
Closed Circuit Television System (CCTV) Policy
Code of Conduct Policy
Curriculum (Pedagogy) & Educators’ Training Policy
Fee Payment Policy
Governance Policy
Grievance Policy (Families)
Grievance Policy (Staff)
Lockdown Policy
Managing an Unidentified Dog Policy
Pregnancy in Early Childhood Education and Care
Privacy and Confidentiality Policy
Record Keeping and Retention Policy
Relief Staff Policy
Student and Volunteer Policy
Termination of Enrolment Policy
Unexpected Death of a Child at a Service Policy
Unexpected Death of a Staff Member at a Service
Withdrawal of a Child Policy
Writing, Reviewing and Maintaining Policies Policy