



GUMNUTS POLICY

Best Practice – Quality Area 1

PURPOSE

This policy provides the guidelines and procedures for the Rangeview Pre-School Gumnuts program relating to:

- Enrolment
- Priority for placements
- Fees
- What to bring to Gumnuts
- Illnesses
- Collection of children.

BACKGROUND

Designed and run by qualified early childhood educators, Gumnuts at Rangeview Pre-School is a play based learning program, giving three-year old's the opportunity to:

- Learn through play
- Enjoy stories, games and songs
- Gain confidence and independence
- Develop social skills
- Foster their skills with puzzles and other educational experiences
- Listen and follow simple instructions
- Learn through social experience
- Improve their ability to share and cooperate
- And most importantly, have fun!

Children are eligible to commence Gumnuts once they have turned three years old and subject to positions being available in the program. The program is located in the three-year-old room at Rangeview Pre-School.

ENROLMENT

Families interested in enrolling their child in the Gumnuts program are asked to put their name down on the waitlist via a link to the online 'Register Your Interest' electronic form (via Enrol Now) on the Gumnuts section of our website.

The Gumnuts Enrolment Officer will conduct regular intakes into the program until the program reaches capacity. Families will be informed one month prior to their child's birthday about whether there is a vacancy in the program. If the program is at capacity the family can decide whether to maintain their child on the waitlist in the case a vacancy arises later in the year.

If a position is available, the Gumnuts Enrolment Officer will forward an electronic enrolment form to families via email to be completed online. It is expected that the family will complete the form within two weeks as well as pay the required \$50 deposit, details of which are provided on the enrolment form.

If the Enrolment Form is not received online by the specified date, the child's position will be offered to the next child on the waitlist.

Families will need to provide the following information as part of the enrolment process:

- A copy of the child's birth certificate
- Australian Immunisation Register Immunisation History Statement
- Medical history (including any allergies or sensitivities)
- Name, address and telephone number of child's doctor
- Medicare and ambulance subscription number

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- Names and phone numbers of emergency contacts
- Names and details of people authorised to collect your child
- Any special needs relating to your child that the Gumnuts program needs to be aware of

The enrolment form will also contain forms relating to sunscreen authorisation, background information, privacy, and permission for photos/videos to be taken of your child. We are required to have parental consent for these instances. For further information, please refer to the following Rangeview Pre-School policies (located in the kinder foyer, or on the Pre-School website):

- Sun Protection Policy
- Privacy and Confidentiality Policy
- Delivery and Collection of Children Policy.

DETERMINING PRIORITY FOR PLACEMENTS

Priority of access to the Gumnuts program is given to:

- 1) Children based on the date that they were registered for the program (within 1 month of age).
- 2) The date that the child turns 3 (minimum age to be admitted to the program).

Scenario Examples.

	Date Registered	3Y/O Birthday (Current Year)	Order of Acceptance until full
Child 1	01/09 (Previous Year)	01/05	2
Child 2	01/11 (Previous Year)	15/04	3
Child 3	01/02 (Current Year)	01/02	1
Child 4	01/03 (Current Year)	01/07	4

Details for scenarios

Child 3 – Child 3 would be accepted to the program first, as they are the first child to turn 3, and there are no people on the wait list within 1 month of age that were registered before them.

Child 1 – Child 1 was the first person registered to the program, but won't be turning 3 until the first of May. Because they are within 1 month of Child 2, they will still be given priority, should there only be one position available as at 15/04 (Child 2's Birthday).

Child 2 – If there were more than two places available as at the 15/04, child 2 would be offered a place in the program and be able to commence immediately.

The Gumnuts Officer will maintain a register of interest for the Gumnuts program being held in the year following the current year. Positions in the following years Gumnuts program will not be confirmed for those children with birthdays early in the year until the January of the year of commencement.

Please note: participation in the Gumnuts program does not entitle children to a place in Rangeview Pre-School's formal three year old Pre-School program.

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FEES

The cost for the Gumnuts program is based on a fee structure of \$27 per session.

Families are required to pay for the Gumnuts program in advance, on a term by term basis. Invoices will be issued prior to the commencement of each term and must be paid by the due date.

If your child turns 3 during the term, fees will be calculated pro rata, based on how many sessions your child will attend that term (@ \$27 per session). Likewise, if you enrol your child during the middle of the term, fees will be reduced accordingly.

If your child is unable to attend a session is due to illness, holidays or other matters, there will be no refund or make-up class available.

If families no longer wish to attend the Gumnuts program, but have already paid their term fees, they will be required to put their intention to withdraw in writing, addressed to the Gumnuts Enrolment Officer via email gumnuts@rangeviewpreschool.vic.edu.au.

Refunds for withdrawals will be paid based on the weeks remaining in the term, less a 4-week notice period.

WHAT TO BRING TO GUMNUTS

When coming to Gumnuts, we ask families are to make sure their child has with them the following items:

- A healthy snack – we do ask that there are no nuts or eggs in the children's snacks due to allergies
- A drink bottle - labelled with your child's name
- A change of clothes (in case of accidents or messy play!)
- Spare nappies or pull-ups (if your child is not toilet trained)
- A sunhat (between 1st September and 30th April)
- Gumboots and a waterproof jacket for the Winter months (we will still endeavour to play outside!)

ILLNESSES

We would appreciate that if your child is sick, to **please** keep them home until they are well again. If your child does come to the Gumnuts program and appears unwell we will call you immediately to come and collect them and take them home.

Parents/Guardians are also asked to notify the Gumnuts team if their child has been in contact with an infectious disease e.g. measles, chicken pox etc. Children suffering from such infectious diseases should be kept at home at all times. Families will be informed of any infectious diseases occurring at the program and/or Pre-School.

Please do not bring your child to Gumnuts if they have been vomiting or have had diarrhoea until 48 hours has passed since the last episode.

If a child has any of the following symptoms of coronavirus (COVID-19) outlined below, however mild, they should get tested and must remain at home until they receive their results:

- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell and taste
- In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.

Children with persistent symptoms due to underlying conditions such as hay fever or asthma whose symptoms are clearly typical of their condition can continue to attend the service. Parents should consider getting a medical



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certificate from their GP to attend the service if they have persistent symptoms that may overlap with symptoms of COVID-19 such as cough or runny nose.

COLLECTION OF CHILDREN

The Gumnuts program has a distinct start and finish time to maximize the play time available to the children and staff. Please arrive promptly at the end of each session to pick your child up.

We do understand that there are times where situations arise unexpectedly or that are out of your control – if you are running late to pick up your child, please let the staff at Gumnuts know as soon as possible.

AUTHORISATION

The policy was adopted by the Approved Provider of Rangeview Pre-School in November 2019.

REVIEW FREQUENCY AND DATE

DATE	NEXT REVIEW DATE (YEARLY)
Apr 2021	May 2022
Jun 2022	Apr 2023
Oct 2023	Oct 2024