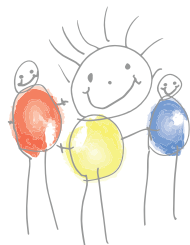


# Kindergarten

## Information Kit 2023



Children's & Family Services are committed to being a child safe organisation and has **zero tolerance for child abuse**. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. Our commitment is to all children aged up to 18 years:

- The cultural safety of Aboriginal and Torres Strait Islander children, culturally and linguistically diverse children, and to the safety of children with a disability.
- Aim to create enriching experiences for children and want them to feel safe, happy and empowered within our services.
- Create environments where all children have a voice, can be heard and listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.
- Having policies, procedures and training in place to support our staff, volunteers and contractors to achieve our commitments to your child and family.

# Kindergarten 2023

## Important dates

### Registrations open:

Monday 6 June 2022

### First Round Offers:

August 2022

### First round registrations close:

Friday 24 June 2022

### Second Round Offers:

September 2022



# Kindergarten

## What is Kindergarten?

Kindergarten now starts at 3 years of age. It is a two year education program for young children before they start school. It is delivered by a qualified early childhood teacher. Kindergarten encourages children to actively join in play and enables the early development of skills such as:

- Building relationships,
- Developing confidence,
- Learning listening skills, sharing and waiting through group activities,
- Extending children's experiences and interests.

Kindergarten encourages children to grow and develop into independent learners through open ended activities, free choice play, providing educational and developmentally appropriate play spaces, all of which are designed to achieve the best outcome for your child.

## Sessions for Kindergarten in 2023

Our kindergarten timetables are available on our website. Children will attend kindergarten for 15 hours per week for both 3 year old and 4 year old kindergarten (three 5 hour sessions or two 7.5 hour sessions).

## Kindergarten at Warrnambool City Council Centre Based Childcare

A 15 hour kindergarten program is offered (three 5 hour sessions) at the three WCC Childcare Centres.

### **Florence Collins Kinder 8.30am – 1.30pm**

(Childcare Mon-Fri 7.30am – 6.00pm)

### **Matron Swinton Kinder 9.00am – 2.00pm**

(Childcare Mon-Fri 8.00am – 6.00pm)

### **Sherwood Park Kinder 9.00am – 2.00pm**

(Childcare Mon-Fri 8.00am – 6.00pm)

These services are open Monday to Friday throughout the year (excluding public holidays and Christmas closure) with childcare offered either side of the kindergarten hours and during school holidays.

Kindergarten children may be able to access additional childcare on days they aren't attending for kindergarten. All families are charged for child care during the school holidays. Fees are charged at a daily rate and families using these services may be eligible for child care subsidy. Proposed 2023 full daily fee for Centre Based Child Care Kindergarten is \$120.00 per day.

Please note these services start earlier than the other kindergarten programs, operating a child care program during January.

## How old does my child need to be to attend kindergarten?

To be eligible for three year old kindergarten your child needs to be three (3) years old by 30 April in the year they attend the program. Whilst three year old kindergarten commences in February, any children whose birthdays are in February, March or April must celebrate their 3rd birthday before they can attend.

To be eligible to attend four year old kindergarten your child needs to be four years old by 30 April in the year they attend kindergarten. If your child turns 6 in the year they attend kindergarten, please refer to page 5 for further information.

## Is my child ready for Kindergarten?

Each child develops at his/her own rate, and although your child's age may make him/her eligible to start Kindergarten, other factors may impact on his/her readiness for this experience.

If you are concerned about whether your child is ready, or need more information about when the best time is for your child to go to Kindergarten, you can view a virtual information session "Kinder now starts at Three" at [www.warrnambool.vic.gov.au/kindergartens](http://www.warrnambool.vic.gov.au/kindergartens). Contact WCC on 5559 4800 for further details.

The Department of Education and Training website also provides information on starting kindergarten (see [www.vic.gov.au/give-your-child-the-best-start-in-life#when-to-start-three-year-old-kindergarten](http://www.vic.gov.au/give-your-child-the-best-start-in-life#when-to-start-three-year-old-kindergarten))

## How do I register for Kindergarten?

The registration forms are accessed via the webpage:

[www.warrnambool.vic.gov.au/kindergartens](http://www.warrnambool.vic.gov.au/kindergartens)

Kindergarten registrations should be submitted via a PC or laptop only.

Please ensure that you place a number against ALL kindergarten preferences on the registration and each preference number is only entered once.

If you have any issues or need assistance with your registration please contact us on 5559 4800 or send an email with your contact details with a brief explanation of your issue to [childandfamily@warrnambool.vic.gov.au](mailto:childandfamily@warrnambool.vic.gov.au).





Guardians are asked to:

1. Click on the applicable 3 year old kindergarten link or 4 year old kindergarten link to access the application form for 2023 kindergarten registrations.
2. Complete the application and add supporting documents where requested or applicable.
3. Click on the submit button at the bottom of the form once completed.
4. You will receive a confirmation email once we have received your application.
5. During the registration process you may be contacted by our early years administration staff for further information if required.

#### **Supporting documentation you will need includes:**

1. Child's birth certificate OR Statutory Declaration in the event that you do not have a birth certificate OR Passport.
2. Proof of Warrnambool residency in the form of Rates Notice OR Electricity or Gas bill issued in the last 3 months OR Relevant building permit OR Tenancy Agreement if applicable.
3. Court Orders if applicable.
4. Concession Card if applicable.
5. Letter from appropriate professional or support agency verifying your child is assessed as having special needs, a disability or developmental delay if applicable.
6. Medical documentation displaying a professional diagnosis for your child if applicable.
7. Letter from a case manager or support agency verifying how your child meets high priority criteria if applicable.

Supporting documentation can be in virtually any format such as PDF, doc, docX or JPEG but must be fully legible.

Registrations received after the first round offer closing date will be treated as a second round application. Second round registrations will be notified of available vacancies from September 2022.

#### **What fees are charged for Kindergarten?**

Kindergarten is funded by the State and Federal Government and user fees. Council sets the user fees payable by families.

Proposed 2023 3 and 4 year old kindergarten fees for terms 1 and 2 is \$365.00 per term.

#### **Are there any concessions?**

Some families will receive a fee subsidy resulting in free or low cost kindergarten. Eligible families will receive support from the State Government to reduce the cost of kindergarten.

#### **Staffing at Kindergartens**

WCC cannot guarantee which service individual staff members will be working at. Staffing is determined at the end of the year dependent on enrolment numbers and staff availability. All staff are tertiary qualified.





# How old must my child be to attend kindergarten?

All children in Victoria are eligible to access a 3 year old funded kindergarten program in the year before they attend 4 year old kindergarten. **To register in a funded 3 year old kindergarten program, your child must be at least three years old by 30 April in the year they will attend the program. Children will not be able to attend kindergarten until they turn 3 years old.**

## What if my child turns 3 years or 4 years between January 1 and April 30 whilst attending a kindergarten program?

We encourage families who are considering registering their child to attend kindergarten when they will be turning 3 or 4 years between January 1 and April 30, to seek advice from early childhood professionals to inform their decision. This could include a Preschool Field Officer, a Foundation Teacher from your local school, a Maternal and Child Health Nurse, childcare educator, Early Childhood Intervention Services or the Department of Education (1300 333 232, [swvr@education.vic.gov.au](mailto:swvr@education.vic.gov.au)). A kindergarten educator should also meet the child in order to provide the family with a professional opinion about whether the child would benefit from late or early entry into a kindergarten program.

Once a child has had a funded year of 3 year old kindergarten they will then go onto 4 year old kindergarten the next year and then onto school the following year, unless they have been recommended for a second year of 4 year old kindergarten by an early childhood professional as the child has at **least two areas of developmental delay**.

We therefore:

- encourage families to carefully consider the best time for their child to start kindergarten, as all children learn and develop in different ways;
- encourage families to consult with relevant early childhood professionals for guidance;
- encourage families to seek advice and reassurance about how the kindergarten program will support their child's learning and development;
- **advise families that once their child commences kindergarten, they are expected to complete a full year of kindergarten and that funding is limited to one year of 3 and 4 year old kindergarten for each child (unless they are eligible for Early Start funding or a second year of funded 4 year old kindergarten).**

## If your child will turn 6 years whilst attending a kindergarten program.

If your child will turn **6 years of age (compulsory school age)** before or while attending their **first or second** year of funded 4 year old kindergarten you must obtain an exemption from attending school. Parents/guardians are responsible for seeking this exemption by applying to the Department of Education and Training using an '*Exemption from school due to attendance in kindergarten program*' form.





## First year of funded 4 year old kindergarten

A parent/guardian may apply for an exemption from school for a child turning six before or during their first funded year of kindergarten if one or more of the following circumstances apply:

- the family has moved from interstate or overseas where the school entry age criteria are different from those in Victoria;
- the child's early education has been delayed due to chronic illness, disability or development delay;
- the child is a refugee/asylum seeker who has suffered trauma and would benefit significantly from a year of kindergarten before enrolling in school;
- the child has not been able to access kindergarten previously due to transient family circumstances;
- other special considerations.

**The parent/guardian is required to obtain written confirmation from a relevant professional (e.g. kindergarten teacher, medical practitioner or an allied health professional) verifying the reason for exemption** and why it is in the child's best interest to attend kindergarten rather than commence at school. A copy of this written evidence and any other written advice that supports the child's exemption from school must be attached to the 'Exemption from school due to attendance in a kindergarten program' form.

## Second year of funded 4 year old kindergarten

A parent/guardian may apply for an exemption from school

for a child turning six before or during their second funded year of 4 year old Kindergarten if a Declaration of eligibility for a second year of funded 4 year old kindergarten has been submitted by the early childhood teacher in the Kindergarten Information Management System (KIMS). This declaration confirms the child is eligible for a second funded year of 4 year old kindergarten because an assessment by an early childhood teacher has identified developmental delays in two or more key areas of development.

## Exemption application process

The completed 'Exemption from school due to attendance in kindergarten program' form must be forwarded by the parent/guardian to the Area Executive Director of the relevant Department of Education and Training regional office by 1 November in the year before the child turns six.

The Department will provide written confirmation of the decision to the parent/guardian following consideration of the request.

**The parent/guardian must provide a copy of the Department's decision to the child's Kindergarten service and Warrnambool City Council as evidence of eligibility for kindergarten per capita funding.**

Please note that the nominated parent/guardian has the option to withdraw the school exemption request if the child is later enrolled to attend school.



# How are Kindergarten places allocated?

Warrnambool City Council (WCC) runs a centralised registration process for 3 and 4 year old kindergarten programs at 12 kindergartens managed by Council. The centralised registration process simplifies the process for both the Kindergartens and for families and offers a fair and equitable allocation system.

## How many children can go to each Kindergarten group?

The number able to be enrolled per group depends on the size of the kindergarten room and playground facilities available, and is adjusted to ensure all children have equal access to a quality program at all our kindergartens.

## What happens if more children apply to attend a particular Kindergarten than there are places?

As there are sometimes more families registering for a kindergarten group than there are places available, Council has "priority of access" criteria for the allocation of these places.

## How was the criteria determined?

The criteria was developed based on feedback from the community and are in accordance with Municipal Association of Victoria (MAV) guidelines and the Department of Education and Training (DET) Priority of Access.

## How does this work?

When applications for registration are received, places are reserved for children eligible for a second year of funded 4 year old kindergarten.

The available places are then allocated. If more children are seeking a place in a particular kindergarten group than there are places available, each application will be given a score based on the priority of access criteria below.

Children will be allocated to the places available in each group according to the number of points allocated to their application - with the highest scoring applications placed first and so on.

If there are not enough remaining places for children with an equal number of points, the distance between the kindergarten and the children's homes will be measured. The child/ren living closest to the kindergarten will receive the remaining places.

## Why do I have to indicate preferences for every kinder program?

Any children who do not get into their first kindergarten group preference will then be assessed for their second preference and so on, until they are placed. It is therefore essential to make sure you place a number against ALL kindergarten preferences on the registration and each number is only entered once. 1 being your most preferred group, 2 being your next preferred group and so on.

## What if parents/carers indicate that their child meets the priority of access criteria just to gain an advantage?

Supporting documents which show that the applicant meets any priority of access criteria must be submitted with the application. Without proof, no points will be attributed to the application.

## What happens if I apply late?

Any registrations received after the first round offer closing date will be offered a second round place from the vacancies remaining, after those who applied by the due date have been placed. The priority of access criteria will be used to determine who is placed first in the remaining vacancies.

Priority of access criteria	Points
Children identified as high priority children - please refer to information on page 10	3
Children who have previously attended a kindergarten program or childcare program at the preferred kindergarten (your first preference).	1
Children who are living within the City of Warrnambool or whose parents are WCC ratepayers	1



## What if I don't get the kindergarten group I wanted?

On average, 8 out of 10 children receive their first preference after first round offers, and after second round offers 9 out of 10 children receive their first preference.

When first round offers are made, if you reject an offer, or fail to respond to the offer in the timeframe set out, you will be considered to have declined the placement. If you wish to remain on a waiting list for the preferred kinder group you will be contacted if a place becomes available at your preferred kindergarten. All waiting list placements will be finalised by the end of term 1, 2023.

### Please note you cannot go on a waiting list if you have received your first or second preference.

After second round offers are made, in exceptional circumstances a request for review can be submitted to the Manager Children's and Family Services on the Appeal form available on the website.

All requests for review will be accepted and responded to in a cooperative and reasonable manner, which seeks a satisfactory resolution for all parties. Please note - no requests for review will be accepted before second round offers are made.

### The following case study shows how the priority of access criteria works...

More applications have been received for East Warrnambool Kindergarten's Group than there are places available. Therefore, the priority of access criteria are used and scores are calculated for each application for that group. A sample of the applicants follows:

**Georgia** lives in east Warrnambool and the closest Kindergarten to her is East Warrnambool. Her big sister Madeline attended East Kinder two years ago. In accordance with the priority of access criteria she gets 1 point for being a resident of Warrnambool.  
**Total score 1.**

**Tyson** has a tough time in life. He and his mum live in Warrnambool and have a family services worker helping them. Whilst Tyson's big sister went to South as they used to live nearby, Tyson's family support worker has helped them to apply to East Kinder because it's their closest Kinder and they can walk there as they have no car. Tyson gets 3 points for being identified as high priority and 1 point because he lives in Warrnambool.

**Total score 4.**

**Sam's** parents are new to town and they don't know anyone yet. They think it is important he goes to the nearest Kindergarten to their home because there will be a greater likelihood that there will be children attending that Kindergarten that will also go to the local primary school. Sam's application gets 1 point for being a resident of Warrnambool.

**Total score 1**

**Kyle** is the eldest child and lives in Koroit and his Dad wants him to go to East Kinder because that's where he went when he was a child.

**Total score 0**

**Levi** lives in Warrnambool, having recently arrived in Australia with his family as refugees. They live 200 metres from East Kindergarten and have formed a friendship with their neighbours who are applying for a place at East Kindergarten for their child. Levi gets 3 points for being identified as high priority and 1 point for being a Warrnambool resident.

**Total score 4.**

So, based on the points allocated to their application, the children would be placed in the following priority order:

**Tyson: 4 points**  
**Levi: 4 points**  
**Georgia: 1 point**

**Sam: 1 point**  
**Kyle: 0 points**

The children are allocated to the available places, with the highest score placed first (e.g. Tyson and Levi), then next highest and so on.

After allocating places at East Kindergarten to Tyson and Levi there is only one place left in the group and two applications having scored 1 point. The two applications are reviewed to determine if the kinder is the closest facility to the child's home. In this case, Sam lives closest to East Kindergarten and so attending this Kinder would provide the opportunity for his family to walk or ride to and from Kindergarten. As a result Sam is allocated the remaining place in East Kindergarten's Group.

Georgia and Kyle's applications are then assessed for their second kindergarten group of choice. These are both at a different kindergarten (Central Kindergarten). After first preferences, there are still enough places in the Central Kindergarten group for all children whose second preference was that group. Kyle and Georgia are both offered a place at Central Kindergarten.



# Priority of Access Criteria - Definitions & supporting documents

As there are sometimes more families applying for a kindergarten group than there are places available, Council has “priority of access” criteria for the allocation of these places.

This page provides definitions regarding the access criteria and sets out the supporting documents which must be provided as proof of eligibility.

## 1. What is the ‘priority of access’ criteria?

If more children are seeking a place in a particular kindergarten group than there are places available, each application will be given a score based on the priority of access criteria below.

## 2. Definition of High Priority Children, refer to the table on page 10.

## 3. What documents do I need to provide to support my child’s application?

If your child is eligible for any points under the priority of access criteria, the following documents must be provided to ensure points are attributed.

### 3.1 High Priority Children

Families with children in Out of Home Care, families with children assessed as having special needs, a disability and/or developmental delay, children in families which include a disabled person, children in families reliant on income support, children in socially and geographically isolated families.

Please:

- Provide a letter from an appropriate support agency or professional verifying your child is assessed as having special needs, a disability and/or a developmental delay relevant to this criteria (see page 10 for further details),

- Provide a letter from a case manager/supporting organisation verifying how your child meets any other category of this criteria, or
  - Contact WCC to discuss this further.
- You may be asked to provide relevant additional evidence later on.

### 3.2 Residents/Ratepayers of the City of Warrnambool

For families who live within the City of Warrnambool or pay rates to Warrnambool City Council, the enrolment application must be submitted with proof to ensure points are applied. Proof of residency or ratepaying can be provided in any of the following ways:

- A copy of a utility bill issued within the last three months (e.g. electricity, gas, telephone),
- A copy of a rates notice,
- A copy of a relevant building permit if you are currently building a residence in Warrnambool,
- A copy of a tenancy agreement.

### 3.3 Children who have previously attended a kindergarten program or childcare program at the preferred kindergarten (your 1st preference).

Please indicate the program attended in the place provided on the application – this will be checked against Council’s records.

## 4. I’m still not sure about this?

If you are unsure about the criteria please contact Warrnambool City Council on 5559 4800.

Priority of access criteria	Points
Children identified as high priority children.	3
Children who have previously attended a kindergarten program or childcare program at the preferred kindergarten (your first preference).	1
Children who are living within the City of Warrnambool or whose parents are WCC ratepayers.	1





## High priority children

**Children at risk of abuse or neglect, including children in Out-of-Home Care**

## Example

The child is:

- attending a kindergarten with Early Start funding, or is
- referred by:
  - Child Protection,
  - Child and family services (family services referral and support team, Child FIRST/integrated family services/ Services Connect case worker),
  - Maternal and Child Health nurse, or
  - Out-of-Home Care provider.

**Aboriginal and/or Torres Strait Islander children**

- Child identified by parent/carer or legal guardian on application as being Aboriginal or Torres Strait Islander.

**Asylum seeker and refugee children**

- An appropriate visa identifies the child and/or parents as a refugee or asylum seeker.

**Children eligible for the Kindergarten Fee Subsidy**

- A child or parent/guardian holds a Commonwealth Health Care Card, Commonwealth Pensioner Concession Card, Department of Veteran's Affairs Gold or White Card, Refugee, Asylum seeker, Humanitarian or bridging visa,
- Multiple birth children (triplets, quadruplets), or
- Child identifies as Aboriginal and/or Torres Strait Islander.

**Children with additional needs, defined as children who:**

- **require additional assistance in order to fully participate in the kindergarten program**
- **require a combination of services which are individually planned**
- **have an identified specific disability or developmental delay**

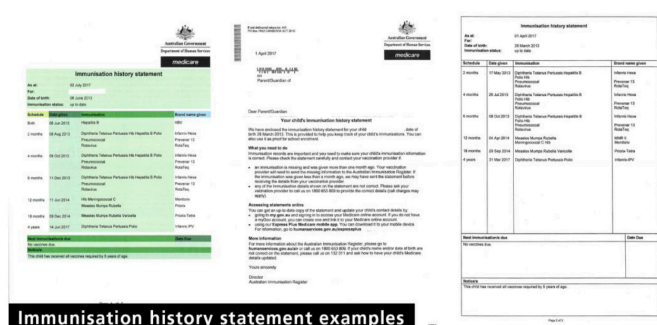
The child:

- is assessed as having delays in two or more areas and is declared eligible for a second funded year of 4 year old kindergarten,
- holds a Child Disability Health Care Card,
- has previously been approved for Kindergarten Inclusion Support Package, or referred by:
  - the National Disability Insurance Scheme,
  - Early Childhood Intervention Service,
  - Preschool Field Officer, or
  - Maternal and Child Health nurse.





# Immunisation and enrolling your child in kindergarten or childcare



Immunisation history statement examples

The Medicare logo and Australian Government crest must be present and identifiable to be considered a valid Immunisation History Statement. For example, if the statement is page two of a letter from Medicare, both pages need to be presented to the service to confirm enrolment.

## How can parent/carers get an immunisation History Statement from the Australian Immunisation Register (AIR)?

Parents/carers can print a copy of their child's Immunisation History Statement from their myGov account or:

- call the AIR on phone 1800 653 809,
- Visit a Medicare or Centrelink office.

Families who do not hold a Medicare card must call the AIR to request an Immunisation History Statement. A Translating and Interpreting Service is available by calling 131 450, Monday to Friday from 8.30am to 4.45pm.

## What do parents/carers whose child's vaccinations are not up-to-date need to do to obtain acceptable documentation?

If a child's vaccinations are not up-to-date then parents/carers should consult their GP or local council immunisation service about bringing the child's vaccinations up to date. Once the child is up to date with vaccinations, they can request an updated Immunisation History Statement from the AIR.

## How can parents/carers obtain acceptable documentation if their child was vaccinated overseas?

Children who were vaccinated overseas must have their vaccine records accessed by a GP or immunisation nurse and be offered vaccination as required. Once the child's records have been reviewed and updated by their GP, they can request an updated Immunisation History Statement from the AIR.

If you have further queries regarding the immunisation History Statement needed to finalise enrolment for your child in long day care, kindergarten, family day care or occasional care, please contact a WCC Preschool Coordinator on 5559 4800.

## No Jab, No Play - Changes to the Victorian law

Under the 'No Jab, No Play' legislation, before enrolling a child, early childhood education and care services have to first obtain evidence that the child is up to date with all vaccinations that are due for their age, or that they are able to receive. On 28 February 2018, the 'No Jab, No Play' legislation was amended so that **an Immunisation History Statement from the Australian Immunisation Register (AIR)** is the only form of documentation accepted for the purpose of enrolling in an early childhood education and care service. Previous forms of documentation, for example a letter from a GP or local council, are no longer accepted.

## Under 'No Jab, No Play' what documentation is required as evidence of up-to-date vaccination?

To have an enrolment confirmed for a child in long day care, kindergarten, family day care or occasional care, parents/carers have to provide the service with:

- A current immunisation history statement from the Australian Immunisation Register (AIR); and
- The statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.

The Immunisation History Statement from the AIR lists the vaccines the child has received and, if applicable, which vaccines are due in the future and when. Medical exemption may also be listed, where applicable.

**An Immunisation History Statement from the AIR is the only type of immunisation record accepted by early childhood and care services for the purposes of confirming enrolment. The statement must be provided within the two months prior to the child starting at the service.**

# Information for Medical & Allergy Plans

**ASTHMA ACTION PLAN** Take this when you visit your doctor

**WELL CONTROLLED** In all of these...  
☐ needing reliever medication no more than 2 days/week  
☐ no asthma at night  
☐ no asthma when I wake up  
☐ can do all my activities  
☐ no need for oral steroids

**FLARE-UP** In any of these...  
☐ needing reliever medication more than usual (2-5 days/week)  
☐ waking up frequently enough with asthma  
☐ need asthma when I wake up  
☐ can't do all my activities  
☐ difficulty breathing  
☐ need more than 2 days/week of oral steroids

**SEVERE** In any of these...  
☐ reliever medication not lasting 2 hours  
☐ waking up frequently enough with asthma  
☐ need asthma when I wake up  
☐ difficulty breathing  
☐ need more than 2 days/week of oral steroids

**EMERGENCY** In any of these...  
☐ reliever medication not working  
☐ can't speak a full sentence  
☐ extreme difficulty breathing  
☐ need asthma when I wake up  
☐ lips turning blue  
☐ need more than 2 days/week of oral steroids

**TAKE** preventer day night  
☐ TAKE preventer day night  
☐ TAKE reliever day night  
☐ START other medication  
☐ MAKE an appointment to see my doctor

**EMERGENCY CONTACT**  
 NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 RELATIONSHIP: \_\_\_\_\_

## Asthma

If your child has been diagnosed with asthma, the kindergarten and childcare service will need:

- Your child's medication (current for the entire kindergarten year) and a spacer (please ensure these are clearly named),
- An Asthma Management Plan / Action Plan **completed by a doctor** and valid for 12 months (Asthma Management Plan / Action Plan templates can be found at: <https://asthma.org.au/treatment-diagnosis/live-with-asthma/asthma-action-plan>,
- Ensure the doctor has signed and dated the plan,
- Updated information (Asthma Management Plan/Action Plan) if your child's asthma changes or requires further treatment over the time they are at Kindergarten.

**ascia** ACTION PLAN FOR Allergic Reactions  
www.allergy.org.au

**SIGNS OF MILD TO MODERATE ALLERGIC REACTION**  
 • Swelling of lips, nose, eyes  
 • Tingling mouth  
 • Hives or welts  
 • Abdominal pain, vomiting, diarrhoea  
 • Signs of anaphylaxis (see below)

**ACTION FOR MILD TO MODERATE ALLERGIC REACTION**  
 • For insect allergy: stop, stop, stop!  
 • For tick allergy: seek medical help or [ ] freeze tick and let it drop off  
 • Stay with person and call for help  
 • Give other medications (if prescribed)  
 • Phone family/emergency contact

**WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)**  
 • Difficulty swallowing and/or  
 • Swelling of tongue  
 • Swelling/tightness in throat  
 • Wheezing or persistent cough  
 • Persistent dizziness or collapse  
 • Pale and floppy (young children)

**ACTION FOR ANAPHYLAXIS**  
 1. Lay person flat - do NOT allow them to stand or walk  
 2. Give adrenaline (epinephrine) autoinjector if available  
 3. Phone ambulance (000) or 111 (NZ)  
 4. Phone family/emergency contact  
 5. Transfer person to hospital for at least 4 hours of observation  
 6. Further adrenaline doses may be given if no response after 5 minutes

## Allergies (that don't require an EpiPen)

If your child has been diagnosed with an allergy, the kindergarten and childcare service will need:

- An Allergic Reactions Action Plan (template can be found at: [https://www.allergy.org.au/images/stories/anaphylaxis/2021/ASCIA\\_Action\\_Plan\\_Allergic\\_Reactions\\_Green\\_2021\\_WEB.pdf](https://www.allergy.org.au/images/stories/anaphylaxis/2021/ASCIA_Action_Plan_Allergic_Reactions_Green_2021_WEB.pdf)
- Ensure the doctor has signed and dated the plan,
- Any medication that your child requires if they have an allergic reaction and a dispenser to give the medication (please clearly name the dispenser),
- Medication must be in the original container with your child's name on it and current for the entire kindergarten year,
- Updated information/ Allergic Reaction Action Plan if your child's allergy changes or requires further treatment over the time they are at Kindergarten.

**ascia** ACTION PLAN FOR Anaphylaxis  
www.allergy.org.au

**SIGNS OF MILD TO MODERATE ALLERGIC REACTION**  
 • Swelling of lips, nose, eyes  
 • Tingling mouth  
 • Hives or welts  
 • Abdominal pain, vomiting, diarrhoea  
 • Signs of anaphylaxis (see below)

**ACTION FOR MILD TO MODERATE ALLERGIC REACTION**  
 • For insect allergy: stop, stop, stop!  
 • For tick allergy: seek medical help or [ ] freeze tick and let it drop off  
 • Stay with person and call for help  
 • Give other medications (if prescribed)  
 • Phone family/emergency contact

**WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)**  
 • Difficulty swallowing and/or  
 • Swelling of tongue  
 • Swelling/tightness in throat  
 • Wheezing or persistent cough  
 • Persistent dizziness or collapse  
 • Pale and floppy (young children)

**ACTION FOR ANAPHYLAXIS**  
 1. Lay person flat - do NOT allow them to stand or walk  
 2. Give adrenaline (epinephrine) autoinjector if available  
 3. Phone ambulance (000) or 111 (NZ)  
 4. Phone family/emergency contact  
 5. Transfer person to hospital for at least 4 hours of observation  
 6. Further adrenaline doses may be given if no response after 5 minutes

## Anaphylaxis (Allergies that require an epipen)

If your child has been diagnosed with anaphylaxis, the kindergarten and childcare service will need:

- An Anaphylaxis Action Plan (template can be found at: [https://www.allergy.org.au/images/stories/anaphylaxis/2021/ASCIA\\_Action\\_Plan\\_Anaphylaxis\\_Red\\_EpiPen\\_2021\\_WEB.pdf](https://www.allergy.org.au/images/stories/anaphylaxis/2021/ASCIA_Action_Plan_Anaphylaxis_Red_EpiPen_2021_WEB.pdf)
- Ensure the doctor has signed and dated the plan,
- An EpiPen current for the entire kindergarten year clearly labelled with your child's name,
- Any other medication that your child requires if they have an allergic reaction and a dispenser to give the medication (please clearly name the dispenser),
- Medication must be in the original container with your child's name on it and current for the entire kindergarten year,
- Updated information/ Anaphylaxis Action Plan if your child's allergy changes or requires further treatment over the time they are at Kindergarten.



# Free Kindergarten

## For families who are eligible/have one of the following:

- Your child identifies as Aboriginal and/or Torres Strait Islander
- Your child identifies on their birth certificate as being a multiple birth child (triplets or more)
- Your child holds, or a parent/guardian holds one of the following:
  - ✓ Commonwealth Health Care Card
  - ✓ Commonwealth Pensioner Concession Card
  - ✓ Department of Veteran's Affairs Gold or White Card
  - ✓ Eligible Refugee, Asylum Seeker, Humanitarian or bridging visa

## Has your child had their 3.5 year old Maternal Child Health check?

We can arrange that easily for you: Please call 5559-4470 to make an appointment.



## Download the Maternal and Child Health App



Or visit: <https://www.betterhealth.vic.gov.au/mchapp?Redirect=1>  
The Maternal and Child Health App is free and makes it easy to find trusted information.